

GIS Specialist

Full-Time

Work from home - (travel/overnight when required)

\$50.00 per hour + allowances + super

About Us

At SHEPHERD we believe our purpose is to use our expertise, systems and specialised asset management tools to make a positive impact on our clients throughout Australia. We offer integrated and specialist products and services across seven key areas including Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services (Civil), and Flood Restoration.

About the Role

SHEPHERD is currently looking for a GIS Specialist to join our growing team. Reporting to the Manager RACAS & GIS Support, this position provides support in the development of SHEPHERD's RACAS software and other innovative software solutions to meet the growing needs of our clients. You will play a key part in the team supporting the development of the next generation of systems, ensuring that we are a leader in regional roads management and disaster recovery systems.

About You

To contribute to SHEPHERD's values of Respect, Teamwork, Positivity, Excellence, Innovation and Work Life Balance, you will demonstrate the following skills and qualities for the role:

- Demonstrated experience and exceptional communication skills through all forms – Face to Face, Phone, Email, MS Teams.
- Demonstrated experience and highly skilled with MS Office software – Word, Excel, Outlook, PowerPoint, SharePoint, Access.
- Tertiary qualifications in GIS.
- Minimum 5 years' experience utilising GIS to support asset management outcomes.
- Demonstrated experience in the utilisation of GIS to undertake the improvement of asset registers utilising desktop and field-based technology.
- Demonstrated experience with the creation, maintenance and support of web-based GIS platforms that enhance access and use of GIS based asset information.

- Demonstrated experience with GIS processes including geoprocessing, linear referencing, data conversion, data driven pages, data validation, spatial joining, spatial queries and data cleansing.
- Experience with the establishment and maintenance of Geodatabases.
- Valid class C drivers' licence.

The Benefits

We are a company that is fast growing and has a great team culture. We're looking for people who share and live our values of respect, teamwork, positivity, excellence, innovation, and work life balance.

SHEPHERD is offering an attractive remuneration package, along with the following benefits:

- Mobile phone allowance
- Home office allowance
- Uniforms
- When required to travel, SHEPHERD will make the suitable arrangements and cover the associated costs.

Interested?

All applications must be submitted through SEEK and following the prompts.

Applications close 17th May 2024. Only shortlisted candidates will be contacted. SHEPHERD reserves the right to close the position earlier than the advertised closing date.

If you would like a copy of the Full Position Description and Candidate Information Package, please email recruitment@shepherdservices.com.au

Position Description

Position Title:	GIS Specialist
Section:	Asset and Road Management
Reporting To:	Manager – RACAS and GIS Support
Basis of Employment:	Full Time

Role Overview

GIS Specialist provides high-quality GIS outcomes that support SHEPHERD clients, and projects leverage the power of GIS. Working closely with the other teams within SHEPHERD, the GIS specialist will utilise the capability of SHEPHERD’s GIS systems and data to improve efficiency, increase quality and provide access to data in a way that has greater impact and supports better project outcomes.

Role Outcomes

- Internal and external clients receive timely and high-quality GIS support and data that enhances project outcomes.
- Spatial technology-based solutions are applied across SHEPHERD projects to support better project outcomes.
- GIS data is structured and maintained consistently to allow greater leveraging of data across SHEPHERD.

Key Accountabilities

- Undertake asset register validation, development and maintenance including condition assessments using mobility devices.
- Assist with Asset Management planning including preparation of asset/financial data in several different data formats.
- Develop and maintain RACAS Hub sites, Webmaps and RACAS Viewer applications.
- Provide high quality GIS support services to RACAS delivery team and clients.
- Ensure GIS products are maximised and promoted by all staff.
- Maintain GIS systems and data for clients through onsite and remote work including support services.
- Manage and maintain GIS systems and processes (special joining python scripting process mapping etc).
- Administer corporate mapping tool and like products including maintenance and development of mapping application for clients.
- Assist with valuation and end of years asset capitalisation including preparation of register in format ready for valuation process, unit rates and condition data.



- Develop base mapping files required for each RACAS project in partnership with key SHEPHERD staff.
- Build field capture solutions in Fulcrum or similar inspection applications to enable streamlined and reliable field capture of asset information.
- Build Hub Sites, Web Maps and Applications to enable visualisation of results.
- Produce high quality map books, layouts and display maps to meet project and client requirements.
- Manage individual projects efficiently.

Behavioural Competencies

- Ability to work autonomously in own home office remotely via online connectivity.
- Ability to travel to projects and clients when required
- Actively and repeatedly demonstrates Shepherd’s Values in all work and interactions.
- Prioritises projects and tasks efficiently, in line with team commitments.
- Seeks and shares customer feedback to support the refinement of planned activities.
- Uses data and leverages technology to achieve greater efficiencies.
- Shares and seeks creative ideas, suggestions and data to inform the delivery of services.
- Demonstrates flexibility to changing expectations by proactively adapting own approach to reflect new requirements.
- Accepts decision making responsibility and demonstrates judgement about when to escalate issues.
- Actively participates in team development opportunities, such as lessons learned conversations.
- Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders.
- Recognises and reflects on the purpose and impact of their work.
- Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.
- Demonstrates careful planning and organisation to achieve results.
- Demonstrates personal responsibility for the health, safety and wellbeing of self and others.
- Enhances safety and inclusion in the team by sharing ideas and participating in initiatives.
- Actively seeks feedback and modifies approach to enhance own effectiveness.
- Upholds integrity through responsible management and use of processes and resources.
- Analyses information to proactively identify risks to the team’s planned activities.

Essential Knowledge/Skills/Qualifications/Experience

- Demonstrated experience and exceptional communication skills through all forms – Face to Face, Phone, Email, MS Teams.
- Demonstrated experience and highly skilled with MS Office software – Word, Excel, Outlook, PowerPoint, SharePoint, Access.
- Tertiary qualifications in GIS.
- Minimum 5 years’ experience utilising GIS to support asset management outcomes.
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- Experience with the establishment and maintenance of Geodatabases.



Schedule 1 – Specific Duties

Planning & Scheduling:

- Ensure that projects are on schedule by setting timelines, allocating resources, coordinating with other departments, and coordinating tasks.
- Ensure Clients are kept informed of agreed project delivery dates and progress.

Human Resource Management:

- Assist management with employment of staff and onboarding training and mentoring.
- Participation in SHEPHERD policy, systems and values with staff.

Quality Control:

- Ensure all work is completed to the appropriate standards and specifications.
- Monitor activities to ensure quality compliance.
- Assist in the development and improvement of work methodologies and standard work procedures to ensure quality compliance.
- Understanding of ISO9001 quality management systems.

Safety and Compliance:

- Enforce safety protocols and procedures to minimise incidents and ensure a safe working environment.
- Participate in safety and always contribute to discussions and meeting regarding safety.
- Understanding of ISO45001 occupational health and safety management systems.

Teamwork and Training:

- Promote teamwork and work positively within the team to deliver projects as efficiently as possible.

Reporting and Documentation:

- Utilise the existing systems and documentation standards to deliver projects to the client.
- Document any changes to the original agreed project scope or prestart meeting instructions and provide to the client to ensure expectations are delivered.

Budgeting and Cost Control:

- In Prowork Flow, Monitor the allocated times that have been tendered to the client. If the times are tracking to be inflated, discuss with Manager and make plans to seek variation from client or make agreement to control tracked time.
- Ensure travel and material expenses and costs are within what has been tendered to the client.
- Seek Manager approval for purchases beyond normal project related costs.

Travel:

- Be willing to travel to attend Client meetings, conferences, workshops and demonstrate in person and present the products and services of SHEPHERD.
- Deliver project reports and presentations as often as required over video call and where possible deliver final reports in person.



Problem-solving and Decision-making:

- Address unexpected challenges, such as substandard GIS files from clients, RACAS delivery team requests or client scope creep.

Technical Understanding:

- Have a deep knowledge of geographical information systems and all associated applications.
- Have an understanding of asset management, condition assessment, geographical information systems and asset valuations all from a local government perspective.

Information and Communication Technology:

- Demonstrated experience and exceptional communication skills through all forms – Face to Face, Phone, Email, MS Teams
- Demonstrated experience and highly skilled with MS Office software – Word, Excel, Outlook, PowerPoint, SharePoint, Access
- Have a strong reliable home internet connection to facilitate all work for SHEPHERD within an ergonomic home office.
- Demonstrated experience and highly skilled in the use of local government enterprise systems and geographical information systems (GIS) and knowledge of the techniques that can assist asset register development, maintenance, connectivity to other platforms and analysis and reporting.
- Demonstrated experience and highly skilled with various Mobile Applications. Ability to download and utilise condition inspection apps, GIS apps and communication apps.
- Be a leader of technology change and assist in the improvement of SHEPHERD systems to make products and services more efficient for staff and clients.

SHEPHERD Ambassador:

- Thorough understanding of SHEPHERD products and services.
- Lead and promote SHEPHERD values and services.
- Network with other professionals such as asset managers, engineers, and municipal authorities.

