



POSITION:	GIS Specialist
BRANCH:	Corporate Services
LOCATION:	Broome
RESPONSIBLE TO:	Corporate Services Manager
CLASSIFICATION:	KLC L5.1 – EL1.1 (depending on skills and qualifications)
CONTRACT DURATION:	To 30 June 2014

Background

The Kimberley Land Council Aboriginal Corporation (KLC) is an association of Aboriginal people in the Kimberley region. It is a peak regional community organisation.

The KLC was established in 1978 by Aboriginal people to work for the protection of traditional land and waters and is charged with the responsibility to protect, enhance and gain formal status (legal, social and political) for the customs, laws and traditions of Kimberley Traditional Owners.

As the Federal Government recognised native title representative body for the Kimberley region, the KLC has statutory functions under the *Native Title Act (Cth) 1993*. In accordance with these functions, it assists Aboriginal people to obtain recognition of, and fully enjoy, their native title rights and interests. Native Title Operations of the KLC are funded primarily, but not exclusively, by the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

The KLC is conscious of the dynamic change taking place in contemporary Aboriginal society, and emphasises the role of Kimberley Traditional Owners, our members, and communities in managing that change. In this context, it is dedicated to the development of a modern, sophisticated and innovative service to our members and the community.

An elected 32 member Board determines the organisation's priorities in all policy and operational matters. The Board, through the position of the Executive Director, monitors the progress of all KLC activities, and oversees the conduct of the organisation's affairs. The Chief Executive Officer has responsibility for the day to day operation and administration of the organisation.

The Chief Executive Officer is assisted in discharging this responsibility by a management team and staff with diverse skills and experience. The work associated with the various functions of the organisation is undertaken by teams consisting of native title officers, legal officers, land and sea management staff, administrative support staff and others located in Broome, Derby, Fitzroy Crossing and Kununurra.

WHAT WE OFFER

The position has a salary range of KLC Level 5.1 to Level EL1.1 (dependant on skills and qualifications) with 9.25% Superannuation and additional salary allowances including district allowance, annual airfare where applicable, air-conditioning subsidy, rental assistance where applicable, salary sacrificing options and 5 weeks annual leave.

APPLICATIONS

Your application must include:

A covering letter introducing yourself and explaining why you have applied for this position.
A detailed response to the selection criteria
Your current resume

Applications for this position are to be received no later than **4:00pm 25th October 2013**.

Address applications to:
Human Resources Officer
Kimberley Land Council
PO Box 2145 Broome WA 6725

Applications may be sent electronically to hr@klc.org.au , or by fax 08 9193 6279.

POSITION DESCRIPTION

Background:

The Kimberley Land Council is seeking the services of a senior GIS specialist for a period of 6-8 months.

The GIS specialist will drive the vision of GIS within the KLC, scope and implement immediate GIS solutions and provide expert advice on all aspects of geo-spatial data analysis.

While the GIS specialist will be a core member of the Information and Knowledge Management team (Corporate Services) they will need to consult with a cross functional team, including traditional land owners, anthropologists, IT, legal and environment staff and to provide innovative delivery of spatial information products and services to both internal and external users. GIS will facilitate the classification, access and visualization of data and documents that support the effective management of:

- On-country data collection and analysis
- Legal, cultural and business processes
- Analysis and provision of insights
- Access to Aboriginal cultural heritage

DUTY STATEMENT

1. Lead the design and implementation of GIS solution/s by gathering user and business requirements, integration with other enterprise systems such as SharePoint 2103, testing, documentation and training
2. Contribute innovative thinking to GIS and broader information management activities

3. Advise on GIS data acquisition and management; effective visualisation and efficient workflows for the GIS solutions
4. Develop GIS solutions that are adaptable for a diverse set of users and business requirements
5. Provide strategic, policy and technical advice to key stakeholders
6. Develop sustainable processes for the future development and maintenance of the GIS solutions
7. Ensure a knowledge transfer in relation to the implementation and design of the GIS product suite, data management and analysis techniques
8. Liaise, negotiate and effectively communicate, as required with stakeholders, service and data providers
9. Provide customized GIS environment to enable staff with varying levels of skills to use the technology to capture and manipulate data, preferably in a SharePoint
10. Build staff capability in GIS and promote a self-service model where staff (and in the future KLC stakeholders) can create/ access tailored made outputs
11. Other duties not inconsistent with the above as required from time to time.

SELECTION CRITERIA

Please note that it is essential your application addresses each of the selection criteria by providing information about your qualifications, experience and skills as they relate to each one.

Essential:

1. Tertiary qualifications in GIS or related field or equivalent
2. 3+ year experience working in a GIS analyst/developer role with geographic information systems
3. Proven experience with corporate/ enterprise information systems, including integrating GIS hardware, software, networking, data standards, data sharing, data security, database design, data maintenance, data creation, priorities of data layers, training, and programming
4. Strong 'hands-on' technical skills with ESRI ArcGIS products
5. High level skill in GIS data capture and the interpretation of captured and acquired data into meaningful data sets
6. High level skill in GIS data capture and the interpretation of captured and acquired data into meaningful data sets Knowledge of geographic and land information and tenure terminology

7. Demonstrated ability to think creatively balanced with attention to detail for data management and quality control
8. Strong organisational and communication skills
9. Demonstrated interpersonal skills and the ability to manage effective relationships with customers, stakeholders and colleagues
10. Strong analytical and problem solving skills
11. Current Drivers Licence.

Desirable:

1. Knowledge of/ experience with Microsoft SharePoint 2103 will be highly regarded
2. Working knowledge of various relevant geographic datasets utilised in current Native Title research and litigation practices
3. Understanding of Native Title and related issues.

SALARY & CONDITIONS

For applicants meeting some of the experience and qualification requirements

Salary Level 5.1	\$57,956.09
District allowance (Broome non dependant rate)	\$6,646.00
Housing assistance (average amount)	\$8,840.00
Air conditioning subsidy (average annual amount)	\$1,900.00
Annual travel allowance	\$1,300.00
TOTAL CASH COMPONENT	\$76,642.09
Superannuation 9.25%	\$5,360.94
TOTAL EMPLOYMENT PACKAGE	\$82,003.03

For applicants fully meeting experience and qualification requirements

Salary Executive Level 1.1	\$80,236.96
District allowance (Broome non dependant rate)	\$6,646.00
Housing assistance (average amount)	\$8,840.00
Air conditioning subsidy (average annual amount)	\$1,900.00
Annual travel allowance	\$1,300.00
TOTAL CASH COMPONENT	\$98,922.96
Superannuation 9.25%	\$7,421.92
TOTAL EMPLOYMENT PACKAGE	\$106,344.88

Award

Employment conditions are in accordance with the Kimberley Land Council Enterprise Agreement.

Salary

A base salary is offered at L5.1 (\$57,956.09) to EL1.1 (\$80,236.96) per annum negotiated depending on experience and qualifications.

District allowance

A district allowance is in addition to the above salary figure. The allowance for the Shire of Broome is currently \$6646.00 no dependants or \$9918.00 with dependants.

Dependants are classified as per the Australian Tax Office as

Air conditioning subsidy

As per the Kimberley Land Council Enterprise Agreement, an employee will be entitled to receive a subsidy for air conditioning at the rate of 17.21c per unit as follows:

	Dependants	No Dependants
September	640 units per month	640 units per month
October through April	1600 units per month	1120 units per month

Residential Accommodation Entitlements

Where an employee is renting a house in the Kimberley the Land Council will pay up to 34% rental subsidy up to a maximum claimable rental of \$1500 fortnightly upon application and qualification by the employee.

Salary Sacrifice

The Kimberley Land Council is a Public Benevolent Institution (PBI) for income tax purposes and therefore capped Fringe Benefits Tax free. Salary sacrifice arrangements are available.

Hours of Work:

This position is required to work 37.5 hours per week, working on average 7.5 hours per day.

Overtime:

All overtime must be approved by your manager and will be accrued as TOIL (time off in lieu).

Annual Leave:

Employees will be entitled to five weeks (25 DAYS) annual leave. In addition you will receive a 17.5% loading. After a minimum of twelve months continuous service an employee located in the Kimberley is entitled to an annual travel reimbursement of \$1300 per annum payable on a reimbursement basis on the provision of receipts.

Personal Leave:

You will be entitled to (15) fifteen personal leave days per year. This is cumulative from year to year but is not paid out on termination of employment.

Long Service Leave:

Thirteen (13) weeks after seven (7) continuous years of service (excluding any periods of leave without pay). Pro rata long service leave may be taken after five (5) continuous years of service again excluding any periods of leave without pay.

Superannuation:

Superannuation Guarantee: KLC currently contributes 9.25% of fortnightly salary.

Probationary Period:

A three-month probationary period is applicable to this position. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Reviews:

Reviews are undertaken annually by the Manager.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with KLC's Code of Conduct and policies as adopted and modified from time to time.