



1. **TITLE:** SYSTEMS ADMINISTRATION OFFICER

2. **CLASSIFICATION:** BROAD BAND 4

3. **DEPARTMENT:** OPERATIONS

4. **POSITION OBJECTIVES:**

4.1. Objectives of Position

The organisation requires a Systems Administration Officer to:

- 4.1.1. Assist in the collection, and collation of asset data, validation and updating of data into corporate asset management systems (AMS) and Geographic Information Systems (GIS);
- 4.1.2. Provide support for the implementation of the corporation's Works Management System (WMS) Focus and its ongoing administration;
- 4.1.3. Maintain asset data and drawings in systems (e.g. GIS, AMS, TRIM document management system);
- 4.1.4. Identify and implement initiatives to create efficiencies in the use of asset data and engineering drawings for the integration into the GIS and AMS; and
- 4.1.5. Ensure consistent, standardised and accurate recording of corporate infrastructure.

4.2. Within the Organisation

- 4.2.1. Assist the GIS and Asset Co-ordinator in implementing the corporation's GIS and AMS;
- 4.2.2. Provide advice, support and training to users of WMS, GIS and AMS including project managers for recording of asset data; and
- 4.2.3. To assist in the achievement of Westernport Water's corporate objectives and strategies.

5. **KEY RESPONSIBILITIES**

This position is responsible for:

5.1. Collation and validation of asset data and meta data

- 5.1.1. Collection of field data using Global Positioning System (GPS) data collectors;
- 5.1.2. Collection and compilation of electronic drawings and asset attribute data from various sources into a format for input into GIS and AMS;
- 5.1.3. Recording the methodology of data capture (meta data) processes; and
- 5.1.4. Coordination of resolutions for conflicting data, and carrying out minor modifications to plans and engineering drawings (e.g. CAD).

5.2. Implementation support

- 5.2.1. Assisting in the preparation of, and provide input into the development of reliable links between the GIS and the corporation's asset databases;
- 5.2.2. Assisting in the development of additional layers for inclusion in the GIS; and
- 5.2.3. Assisting the GIS and Asset Co-ordinator with data conversion and data cleansing.

5.3. Maintenance of data

- 5.3.1. Maintaining and creating data attributes in the asset databases to provide registers that reflect the current status of assets;
- 5.3.2. Maintaining a register of all CAD drawings and plans;
- 5.3.3. Developing additional layers for inclusion in the GIS, as per organisation's requirements;
- 5.3.4. Ongoing data conversion and cleansing using specific software/tools (e.g. Munsys);
- 5.3.5. Assisting in developing systems to utilise current software and link related databases;
- 5.3.6. Maintaining a change register for drawings and asset attributes;
- 5.3.7. Maintaining documented procedures; and
- 5.3.8. Other duties related to the maintenance of the GIS as directed.

5.4. Training and support

- 5.4.1. Identify, develop and provide user training programs for the corporations staff; and
- 5.4.2. Provide a GIS and AMS Help Desk support function for the corporation's staff.

6. ORGANISATIONAL RELATIONSHIPS

- 6.1. Immediate Supervisor: GIS and Asset Co-ordinator
- 6.2. Direct Reports: Nil generally but with project specific exceptions such as field data capture staff
- 6.3. Liaises with the corporation's staff to provide assistance, training and support on implementation and ongoing operations of WMS, GIS and AMS.

7. ACCOUNTABILITY & EXTENT OF AUTHORITY

- 7.1. Accountable for providing specialist advice and training relevant to the WMS, GIS and AMS corporate systems;
- 7.2. The extent of authority for this position is subject to regulations, policies, procedures and standards, the contents of this position description and assigned tasks under regular supervision;
- 7.3. Purchasing authority is defined in the corporations Delegation and Purchasing procedural documents; and
- 7.4. Accuracy and integrity of data in corporate systems within the role of the responsibility of this position.

8. JUDGEMENT & DECISION MAKING

- 8.1. Work undertaken in this role is usually specialised;
- 8.2. This position will be involved in solving problems using procedures, guidelines and relevant specialist knowledge acquired through experience;
- 8.3. Advice and guidance would usually be available from within the corporation; and
- 8.4. This role will have access to documentation relating to the corporation its assets and customer, therefore total confidentiality must be maintained at all times.

9. SPECIALIST KNOWLEDGE AND SKILLS**Essential**

- 9.1. Demonstrated working knowledge of relational databases as used in high level corporate information systems;
- 9.2. Accuracy of data collection and input is essential to this role and the incumbent must be able to demonstrate their ability to consistently apply a high level of attention to detail; and
- 9.3. Considerable skills in using MS Office applications.

Desirable

- 9.4. Ability to accurately interpret property based plans, property titles and survey based plans;
- 9.5. Working knowledge of GIS and ability to undertake complex spatial data analysis utilising GIS;
- 9.6. Ability to maintain spatial (GIS) and non-spatial (attribute) data relating to the Corporations assets; and
- 9.7. Ability to use Global Positioning Systems (GPS) in the collection of field data.
- 9.8. Skills in the use and administration of a WMS.

10. MANAGEMENT SKILLS

- 10.1. Ability to manage your own time, set priorities, plan and organise one's own work so as to achieve objectives within a set timetable;
- 10.2. Ability to identify training needs and then develop and implement tailored training and development programs for a broad range of personnel;
- 10.3. A self-motivated person with initiative and the ability to work under regular supervision; and
- 10.4. An understanding and ability to implement basic personnel policies and practise including those related to equal employment opportunity, occupational health and safety and employees training and development.

11. INTERPERSONAL SKILLS

- 11.1. Sound verbal communication skills to enable clear explanation of technical matters to individuals, groups and to Corporation staff;
- 11.2. Sound written communication skills to enable drafting of correspondence and basic procedures; and
- 11.3. Ability to progress the Corporations corporate objectives by liaising with, and gaining the co-operation and assistance of, employees, contractors, consultants, customers and specialist personnel in other organisations.

12. QUALIFICATIONS AND EXPERIENCE

- 12.1. Substantial experience in the operation and maintenance of corporate databases such as a GIS, AMS or other Corporate Information System is essential;
- 12.2. Demonstrated experience at developing and delivering training programs;
- 12.3. Possess and retain current drivers licence; and
- 12.4. A formal qualification in GIS or relevant discipline such as surveying, drafting or data management is desirable but not essential.

13. TRAINING AND SKILLS DEVELOPMENT

- 13.1. Training will be provided for the use of GIS, Asset Management and corporate business systems both on the job and formally via short courses off site; and
- 13.2. Participation in User Groups as appropriate.

14. KEY SELECTION CRITERIA:

- 14.1. Substantial experience in the operation and maintenance of corporate databases such as a GIS, Asset Management System or other Corporate Information Systems;
- 14.2. Ability to analyse, organise and present land and/or asset information;
- 14.3. Highly developed time and prioritisation management skills
- 14.4. Excellent written and verbal communications skills
- 14.5. Demonstrated experience at developing and delivering training programs is desirable

15. PERFORMANCE INDICATORS/PLAN:

- 15.1. To be developed between the GIS and Asset Co-ordinator and incumbent within three months of commencement; and
- 15.2. General performance indicators will be established around the timely delivery of the Corporations objectives as detailed in the Corporate Plan.

16. STANDARD CLAUSES;

- 16.1.** To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 16.2.** To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies and processes in relation to Occupational health and Safety. Also to draw to the attention of my manager/supervisor or Occupational health and Safety representative any hazards which present a risk.
- 16.3.** To be aware of and follow Westernport Waters policy on managing risk, including public liability and within delegated authority reduce, remove or minimise such risk or report potential hazards/risks(and possible solutions) to the relevant manager supervisor or Occupational health and Safety representative.
- 16.4.** To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.
- 16.5.** To maintain all records under your responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- 16.6.** To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.



Manager: Steven Porter
General Manager - Operations

Date: 1 April 2009



Approved by: Keith Gregory
General Manager – HR

Date: 1 April 2009