

GRADUATE SPATIAL & ASSET OFFICER

POSITION DESCRIPTION

Position Title:	Graduate Spatial & Asset Officer
Responsible To:	Team Leader Spatial Systems
Council Portfolio	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 3

Overview of Portfolio

The City Infrastructure Portfolio is responsible for Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Councils strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Local Government and State Government agencies Service providers, suppliers, contractors, consultants and members of the community.

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Primary Purpose

As part of the Infrastructure Program the Graduate Spatial and Asset Officer provides professional support and input into the development, implementation, maintenance and continuous improvement of spatial systems, asset information and reporting tools. The role contributes to a range of projects and initiatives that support informed planning, asset management and service delivery outcomes aligned with the City of Adelaide's Strategic Plan objectives.

Responsibilities

The Graduate Spatial & Asset Officer is responsible for:

- Assisting with asset capitalisation, Work in Progress (WiP) processes, and quality assurance activities relating to asset condition data.
- Contributing to the Spatial Systems (ESRI) upgrade by participating in system testing, data validation, user acceptance activities and implementation support.
- Assisting with the development and maintenance of interactive asset dashboards, spatial reporting tools and related data products.
- Producing maps, spatial analyses and visualisations to support planning activities and stakeholder engagement.
- Undertaking data cleansing, spatial joins, attribute enhancement and other data quality improvement activities.
- Providing support for the integration of stormwater overlays and related spatial datasets into asset planning tools and systems.
- Participating in stakeholder workshops, consultations and information-gathering activities.
- Assisting with the investigation and evaluation of emerging technologies, including artificial intelligence applications within GIS and spatial data workflows.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A degree qualification in Spatial Science, Geographic Information Systems (GIS), Geoinformatics, Surveying and Spatial Sciences, Asset Management, Civil Engineering, Information Technology, Data Analytics, Environmental Science or a related discipline – completed in the last two years or expecting to be completed within the next 6 months.	Essential
People Management	Ability to work in an open, creative, and collaborative environment, with a broad range of stakeholders	Essential
Technical Knowledge & Experience	Understanding of Geographic Information Systems (GIS), spatial data management and mapping principles, preferably with ESRI ArcGIS products, gained through tertiary studies, project work or practical experience. Foundational knowledge of spatial analysis, data quality management and the interpretation of spatial and asset information. Well-developed analytical and problem-solving skills, with the ability to investigate issues, identify opportunities for improvement and contribute to practical solutions.	Desirable
Project Management	Ability to work collaboratively as part of a team while contributing to project tasks and continuous improvement activities. Ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Demonstrated ability to take ownership and accountability for deliverables.	Desirable
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks. Ability to think strategically and contribute to the analysis of complex situations. Ability to contribute to the development of creative solutions and achieve outcomes that advance the Programs objectives and result in process or service improvement or value add.	Essential
Resource Management & Decision Making	High level of initiative and self-discipline with ability to and prioritise a broad program of works and make decisions relevant to position.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility. Demonstrated passion for the work that you do and the participation in sharing your successes with the team.	Essential

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Collaboration & Communication	Ability to work effectively in a multi-disciplinary team environment. The ability to build and maintain diverse relationships. Skilled in communication and being able to present effectively both orally and written.	Essential
Administrative Skills	High standard of computer, organisational and time management skills.	Essential

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.