

Employment Information Package

GIS Systems Administrator

Position number: POS1594

Enquiries:

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Position: Senior Leader Innovation and Performance

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Application closing date: 3.00PM, MONDAY 1 DECEMBER 2025

📍 Town Hall
18-28 St John Street
Launceston TAS 7250

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 City of
LAUNCESTON

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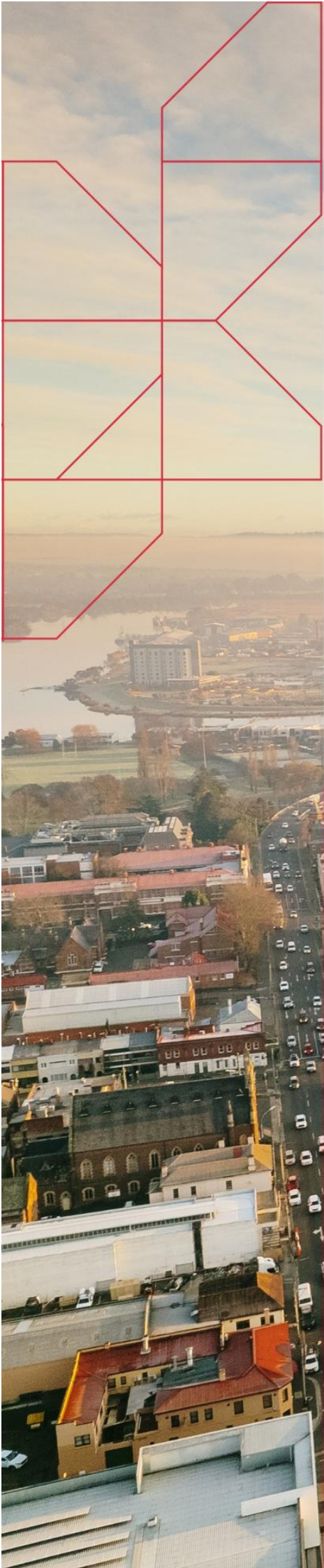
Address applications to:

Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

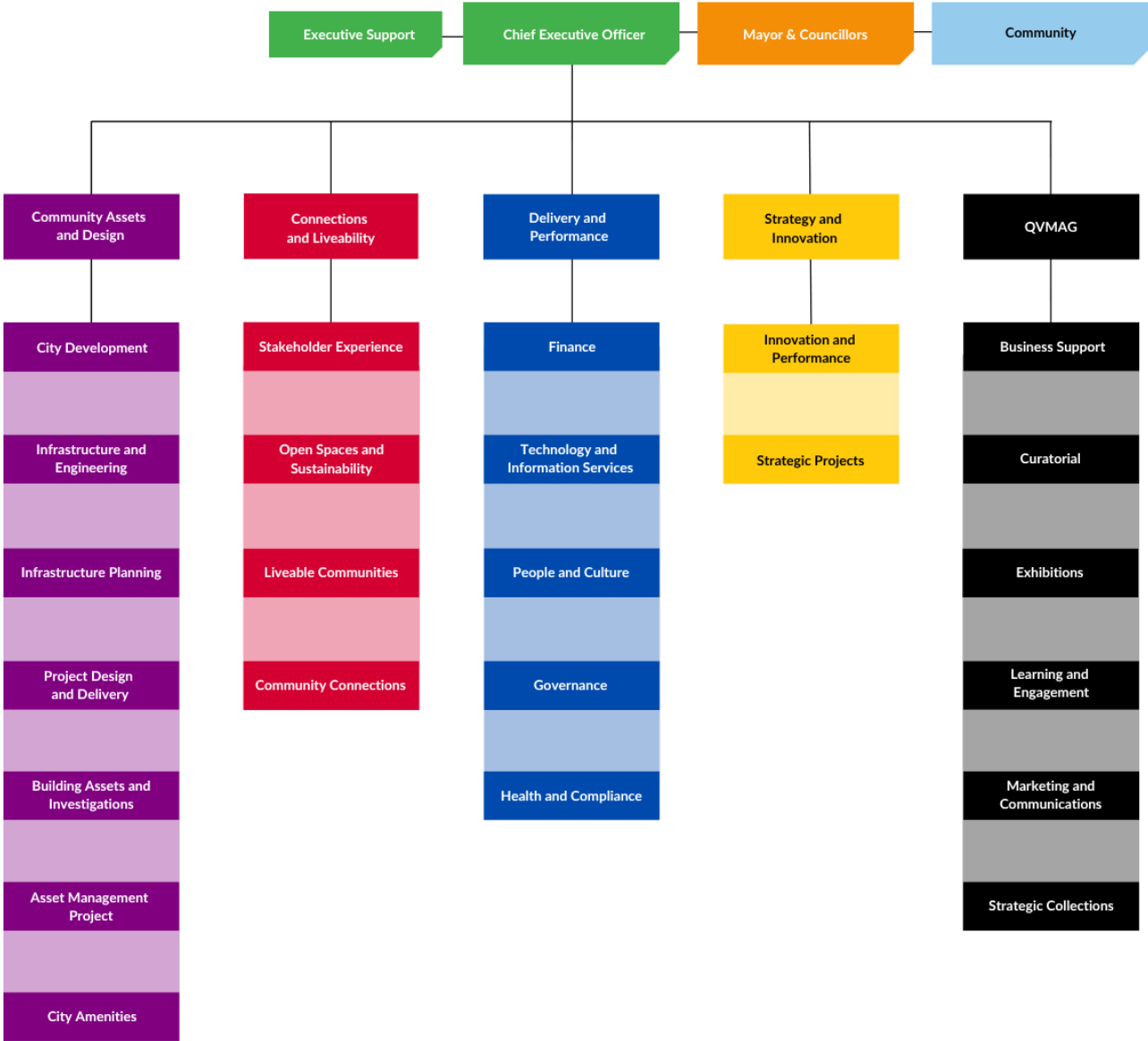
Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	GIS Systems Architect
Employment terms	Permanent Full Time
Working pattern	19 day month
Total remuneration	\$114,391 - \$130,196 per annum* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$99,255 - \$112,968
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:	PF0	POS NUMBER:	POS1594
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POSITION TITLE:	GIS Systems Architect
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Innovation & Performance
REPORTS TO:	Team Leader Strategy, Economic Development & Analytics
PREPARED BY:	Senior Leader Innovation & Performance
DATE:	October 2025

APPROVED BY:	
NAME:	Jane Lewis
POSITION:	Executive Leader Strategy and Innovation
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

GIS is recognised as a valuable function that enables the organisation to utilise data and tools to support service delivery, maximise efficiencies, improve processes and facilitate continuous business improvement. The broad requirement of the position is to progress the design, development, maintenance and support of the organisation's Geographic Information System (GIS) and databases. Working to industry best practices, the delivery of GIS to end users will be scalable, secure, reliable and will integrate with other systems to meet the needs of the organisation and its internal and external users. This includes:

- Technical leadership in the design, development and maintenance of GIS Systems including the selection of hardware, software components, and apps to meet the needs of users and stakeholders.
- Technical advice to support implementation and integration of GIS systems such as ESRI to the new Corporate Application system from our existing Technology One system.
- Collaborative and inquisitive approach to working with stakeholders and users to understand needs, leading to enablement solutions and technical support ie development of user interfaces and training materials.
- Develop and maintain documentation for GIS systems including data management to ensure GIS systems are secure and comply with relevant regulations and standards.
- Maintenance of spatial data, database management, accessibility and integration.

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City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
GIS Strategy	Responsible for: • Development and Implementation of the Spatial Information System Plan to deliver operational and strategic aims. • Ensure alignment with broader digital transformation and smart city initiatives.	The Plan is drawn from industry best practice. The Plan is implemented and operational across key business areas within agreed timelines.
GIS System Administration	Responsible for: • Design, develop and administer the GIS server technology, tools and interfaces including web mapping and web services. • Plan and manage regular GIS system software upgrades, enhancements, and impact to users. • Research and assess new software applications, technical solutions and processes, including cloud computing. • Apply cloud computing understanding or experience to system architecture. • Ensure cybersecurity considerations are embedded in system design. • Infrastructure, platforms, controls and processes are relevant and fit for purpose, within the scope of the responsibilities of the position.	Systems designed and maintained in accordance with best practice. Secure and reliable tools and technology to achieve maximum efficiency and cost-effectiveness including automation where appropriate.

Accountabilities	Activities/Tasks include:	Success looks like ...
	- Spatial Data and Database Management - Design, create and maintain GIS databases and support GIS data collection, identification and verification processes. - Facilitate continual enhancement to web-based mapping systems to meet evolving business requirements. - Maintain and facilitate public web map services and apps.	Business continuity maintained.
GIS Data Structures	Responsible for: - Create and maintain data structures and IT platforms necessary for GIS data storage and accessibility. - Manage centralised spatial datasets to ensure the integrity of asset and property data to best practice. - Enable Data Exchange / Open Data - Facilitate and maintain consumable data exchange between systems and outside agencies in accordance with governance policies, service standards and agreements. - Develop and maintain data workflows to support integration and transformation of data between systems using various API protocols to best practice. - Apply data governance frameworks and metadata standards.	High quality data and controls. Collaboration with data owners on data collection. Controls for testing and validation to meet user requirements. Open data is released in accordance with ESRI Proprietary and Open GIS Consortium (OGC) web map service standards, data privacy, security and governance policies.
GIS Technical Leadership	Responsible for: - Mentoring the GIS team by sharing knowledge and approach to designing, developing and managing the GIS systems - Liaising with the Technology and Information Services Team to resolve issues, provide requirements for future development and understand limitations when designing new system - Apply cross-functional leadership and agile methodologies to GIS project delivery.	GIS Team develops capability from within the team. Maintains a strong working relationship with the IT Team.
Customer /User Support	- Collaborative, inquisitive and solutions focussed approach to working with stakeholders to understand needs. - Manage GIS user permissions in line with licensing agreements. - Provide technical support to staff across the organisation in the use of GIS and digital management systems (i.e., workstations/ tablets/field procedures/data transfer) - Identify training needs and develop resources and initiative to support GIS and analytics use. - For outsourced GIS tasks and projects, manage consultants and work with users to ensure SEDA component is delivered on time and within budget, and deliverables can be integrated/embedded to Council systems.	System develops as knowledge of organisational needs increases. Increased use and awareness of systems, capabilities and technology. Documentation to support projects and business continuity. Increased GIS capability across the organisation.

Accountabilities	Activities/Tasks include:	Success looks like ...
Service Delivery	- Maintain a user/customer focus. - Manage and resolve customer/user requests, and work with the team to deliver innovative solutions, using the most appropriate tool/s.	Customer requests and enquiries (internal and external) managed within agreed service levels.
Project Management	- Plan, prioritise and organise work to meet deadlines - Adhere to recognised project management principles and processes at a level that matches the scope and/or complexity of the project being undertaken.	Projects are delivered on time, within budget and with a high-quality result.
Risk Management	- Adoption of effective risk management practices and procedures. - Support a culture of managing risk.	Risk identified, assessed and mitigated.
Documentation & Records	Establish and maintain documentation and records across all areas of responsibility in accordance with Team and organisational processes.	Documentation and records developed and maintained accurately and timely.
Research	Proactively and continually strive to identify new opportunities, technologies and solutions to support continual improvement.	Initiatives and improvements identified and adopted.
Emergency Management	In the event of an emergency or disaster, an employee may be required to respond promptly to duties and responsibilities. Such assignments require an agile approach and may be for before, during or after the emergency/disaster.	Apply expertise as required
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
- Community Focussed: considers community/customers in decision making - Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others - Create and Innovate: displays initiative & considers different ideas and perspectives - Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
- Excellent written and verbal communication skills and a commitment to high quality customer service - Proven project management skills applied in technical projects with a customer/ user focus - Demonstrable and proficient skills with the ESRI ArcGIS software stack including: ArcGIS Enterprise and ArcGIS Online, Web Based Mapping, Geocortex, Geoprocessing (model builder and/or Python scripting). Basic web technology skills highly regarded e.g., XML, JSON, HTML. Understanding of 3D modelling practice. - Well-developed skill with Database Management Systems (DBMS) including Structured Query Language (SQL), SDE Administration and Microsoft SQL Server experience. Database development skills e.g. LSQL or TSQL highly regarded. - Experience with cloud computing platforms and solutions highly regarded
QUALIFICATIONS AND EXPERIENCE
- Degree or Post Graduate qualifications in GIS, Geomatics, Computing or similar and minimum five years GIS industry experience with demonstrable and established competencies in GIS and spatial data management best practices on an enterprise DBMS. - Experience with server environments and GIS\IT system administration skills highly regarded. E.g., server configuration and troubleshooting - Experience with GIS data exchange -Spatial Extract, Transform and Load (ETL) technologies e.g., FME, ESRI Data Interoperability Extension, GDAL, etc. - AI and Machine Learning experience is desirable

REPORTING STRUCTURE	
Leader	Team Leader Strategy Economic Development & Analytics
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Organisation wide - internal customers	To support and provide GIS data to internal customers.
Technology and Information Services Team in particular, the Corporate Application Team	Develop and maintain strong working relationships to ensure effective day to day operations, data governance and accessibility.
External	Nature of Relationships
State and Federal Government	GIS data exchange
GIS, engineering and surveying agencies/consultants	GIS data exchange
Other councils	Information exchange
Consultants and Contractors	Management of consultants and contractors to deliver and support professional GIS services.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$Nil

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a City of Launceston employee: _____

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.

