

Employment Information Package

GIS Administrator

Position number: POS1594

Enquiries:

Name: Alex Crothers

Position: Team Leader GIS

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Application closing date: 3.00PM TUESDAY 7 APRIL 2026

📍 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

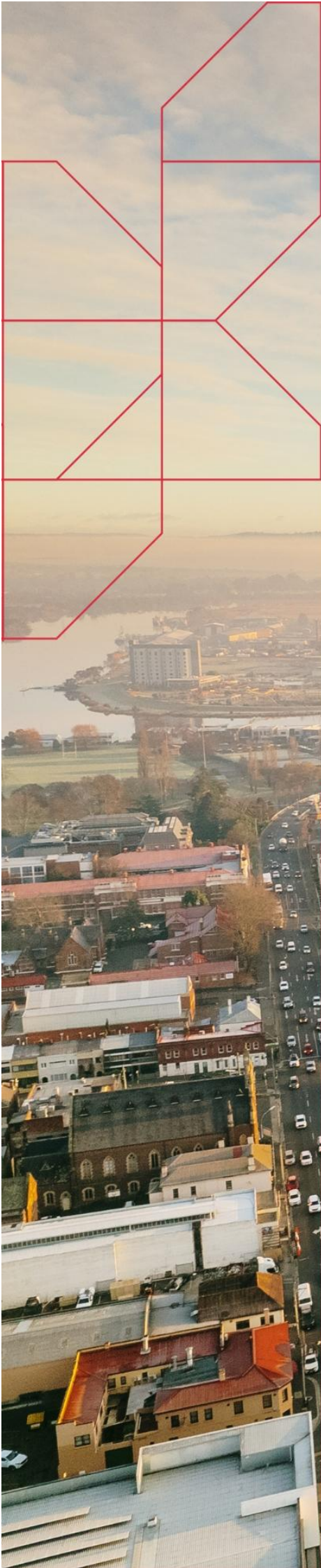
PO Box 396

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 Administrator
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

PF NUMBER:		POS NUMBER:	POS1594
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POSITION TITLE:	GIS Administrator
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Property and Asset Strategy GIS
REPORTS TO:	Team Leader GIS
PREPARED BY:	Alex Crothers
DATE:	March 2026

APPROVED BY:	
NAME:	Erica Deegan
POSITION:	Senior Leader Property and Asset Strategy
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

GIS supports the organisation use spatial data and tools to improve service delivery, increase efficiency, enhance business processes, and enable continuous improvement. The position is responsible for the design, development, administration and ongoing support of the organisation's enterprise GIS platforms and related databases.

This role provides specialised GIS advice and technical solutions to support organisational decision-making and service delivery, exercising professional judgement within organisational frameworks and requirements. Working in accordance with ESRI ArcGIS best practice, the position ensures the GIS environment is scalable, secure, reliable, and effectively integrated with other corporate systems to meet the needs of internal and external users and stakeholders.

Key responsibilities include:

- Provide specialist technical advice in the design, development and maintenance of ESRI GIS systems, including guidance on server infrastructure, software components and applications.
- Support the implementation and integration of ArcGIS Enterprise with Technology One and other corporate systems.
- Work collaboratively with stakeholders and users to understand operational needs and deliver effective GIS solutions, user support, interfaces and training materials.
- Develop and maintain technical documentation, including system configuration and data management practices, to support security, compliance and business continuity.

- Maintain, under the direction of the Team Leader GIS, the stewardship of spatial data, including geodatabase administration, data quality management, workflow automation and system interoperability.

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. <ul style="list-style-type: none"> • 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 System Administration	Design, develop, deploy and administer the ArcGIS 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 design, ensuring cybersecurity considerations are embedded in system design. 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	System upgrades, patches and enhancements undertaken with minimal disruption, ensuring the GIS platform remains current, stable and high-performing Proactively research and evaluate emerging GIS, cloud and IT technologies, identifying opportunities to improve system performance, workflows and service delivery that is aligned with organisational IT standards Cybersecurity considerations, data protection and system resilience are integrated into every stage of system design

Accountabilities	Activities/Tasks include:	Success looks like ...
	requirements. Support the GIS Team to deliver public web map services and apps.	
GIS Data Structures	<p>Create and maintain data structures and IT platforms necessary for GIS data storage and accessibility.</p> <p>Manage centralised spatial datasets to ensure the integrity of asset and property data to best practice.</p> <p>Enable Data Exchange / Open Data.</p> <p>Facilitate and maintain consumable data exchange between systems and outside agencies in accordance with governance policies, service standards and agreements.</p> <p>Develop and maintain data workflows automation to support integration and transformation of data between systems using various API protocols to best practice.</p> <p>Apply data governance frameworks and metadata standards.</p>	<p>High quality data and controls.</p> <p>Collaborate with data owners.</p> <p>Controls for testing and validation meet user requirements.</p> <p>Open data is released in accordance with ESRI Proprietary and Open GIS Consortium (OGC) web map service standards, data privacy, security and governance policies.</p>
GIS Planning	<p>Assist the Team Leader GIS to develop, document and maintain a geospatial information plan that supports organisational operational and strategic priorities.</p> <p>Contribute to research and analysis of industry best practice, standards and emerging trends in GIS planning to inform the development of the plan.</p>	<p>A documented geospatial information plan is developed that reflects recognised industry best practice and aligns with organisational strategic and operational priorities.</p>
GIS Technical Knowledge Sharing	<p>Mentor the GIS team by sharing knowledge and approaches to designing, developing and managing the GIS systems.</p> <p>Liaise with Technology Services and Digital Futures Teams to resolve issues, provide requirements for future development and understand limitations when designing new systems</p> <p>Apply cross-functional technical leadership and agile methodologies to GIS project delivery.</p>	<p>Foster a collaborative learning team environment.</p> <p>Maintains a strong working relationship with the Technology Services and Digital Futures teams</p>
Customer /User Support	<p>Engage collaboratively with stakeholders to understand operational needs and provide solutions.</p> <p>Manage GIS user roles, access and permissions in line with licensing agreements.</p> <p>Provide technical leadership for GIS and related digital systems across the organisation (i.e., workstations/tablets/field procedures/data transfer).</p> <p>For outsourced GIS tasks and projects, manage consultants and work with users to ensure GIS Team component is delivered on time and within budget, and</p>	<p>System develops as knowledge of organisational needs increases.</p> <p>Increased use and awareness of systems, capabilities and technology.</p> <p>Documentation to support projects and business continuity.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	deliverables can be integrated/embedded to Council systems.	Increased GIS capability across the organisation.
Service Delivery	<p>Maintain a strong customer and user focus in all GIS areas.</p> <p>Manage and resolve service requests, and work with the team to deliver innovative solutions, using the most appropriate tool/s.</p>	Customer requests and enquiries (internal and external) managed within agreed service levels.
Project Management	<p>Plan, prioritise and organise work to meet deadlines</p> <p>Apply appropriate project management methodologies based on project scope, complexity and organisational requirements.</p>	Projects are delivered on time, within budget and with a high-quality results.
Risk Management	<p>Identify, assess and manage relevant risks in line with organisational risk management practices.</p> <p>Support a culture of proactive risk awareness and mitigation.</p>	Risks identified, documented, assessed and mitigated.
Documentation & Records	Create, maintain and manage documentation and records in accordance with Team and organisational requirements.	Documentation and records are accurate, up to date, accessible, and maintained.
Research	Continually identify and evaluate opportunities for improvement, new technologies and innovative solutions.	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	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(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</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
<p>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.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	
SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focused: 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 Focused: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> 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 Demonstrably proficient in the Esri ArcGIS ecosystem, specifically ArcGIS Enterprise. Proven capability in configuring and supporting ArcGIS Enterprise deployments. Strong skills in spatial data automation using FME Form and Flow. Proven ability to apply best practice to spatial database design (SDE Administration, SQL experience). Demonstrated capability with core web technologies (XML, JSON, HTML). 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> A degree or postgraduate qualification in GIS, Geomatics, Computing or related field Minimum of three years demonstrated capability in GIS Administration and spatial data management best practices within an enterprise database environment. Experience with server and cloud hosted server environments and GIS\IT system administration skills highly regarded. E.g., server configuration and troubleshooting Experience with GIS data exchange and automation using FME Form and Flow software. Understanding of 3D modelling practices and AI use in GIS experience is desirable 	

REPORTING STRUCTURE	
Leader	Team Leader GIS
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive Leader Strategy and Innovation Senior Leader Property and Asset Strategy	Brief and keep informed regarding critical issues or significant initiatives.
Team Leader GIS	Provide updates, seek direction and deliver outputs.
Technology Services Team and Digital Futures Team	Develop and maintain strong working relationships to ensure effective day to day operations, data governance, security and accessibility.
Organisation wide - internal customers	To support and provide GIS services to internal customers.
External	Nature of Relationships
State and Federal Government	GIS data exchange
GIS, engineering and surveying agencies/consultants and public	GIS data exchange and relevant web mapping products
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 \$0

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.



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