

# Employment Information Package



## GIS Officer

**Position number:** POS1945

**Enquiries:**

**Name:** Alex Crothers

**Position:** Team Leader GIS

**Phone:** 03 6323 3261

**Email:** alex.crothers@launceston.tas.gov.au

**Application closing date:** 3.00PM TUESDAY 7 APRIL 2026

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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

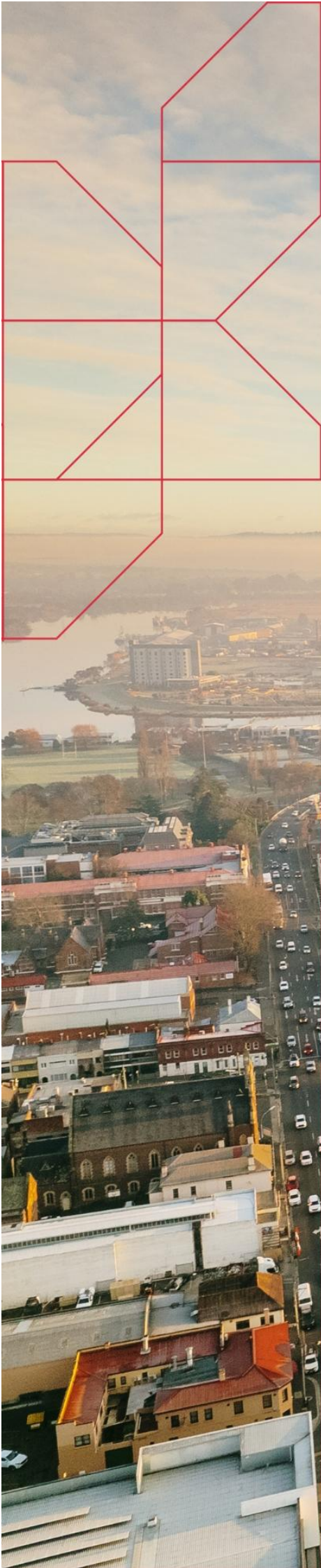
PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto: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](mailto: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

<b>Position title</b>	GIS Officer
<b>Employment terms</b>	Permanent full time 19 day month
<b>Working pattern</b>	19 day month
<b>Total remuneration</b>	\$87,671 - \$96,607 per annum* <i>*Total remuneration includes superannuation, as detailed below</i>
	<b>Base salary</b> \$76,071 - \$83,824
<b>Superannuation</b>	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:	POS1945
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POSITION TITLE:	GIS Officer
AWARD CLASSIFICATION:	Grade 4
EMPLOYEE:	
TEAM:	GIS Property and Asset Strategy
REPORTS TO:	Team Leader GIS
PREPARED BY:	Alex Crothers
DATE:	12/03/2026

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

<b>POSITION PURPOSE (Why does this position exist)</b>
<p>GIS is recognised as an essential function that enables City of Launceston to utilise geospatial data and tools to support service delivery. A key output of this role within the GIS team is to provide GIS data maintenance and support to the organisation ensuring the timely delivery of GIS services.</p> <p>The GIS Officer position ensures the maintenance of assigned spatial datasets is maintained including the critical core corporate property and addressing data. The position assists the Spatial Analytics officer and GIS Administrator to develop and improve geospatial information data and products, including 3D models that support the organisation's needs.</p>

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 ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	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.
<b>Technical</b>		
Data management	Maintain core corporate property records and associated cadastral parcel spatial data. Property Addressing - Issue and maintain address records and associated spatial data. Create, edit and maintain other assigned GIS spatial datasets and records that support the organisational needs. Communicate new informational changes to relevant internal and external customers and clients regularly, as required. Conduct fieldwork to collect and verify data records and information as directed.	Core property data and related records must be kept current and are critical for daily Planning Assessments  Regular data integrity checks undertaken and documented  Clients are promptly notified of change or delays.
Spatial analysis and products	Perform spatial analysis as directed, producing information, maps and mapping products from internal and external data sources and applications. Answer questions and queries to assist operational requirements.	Analysis and map products are delivered promptly, communicating information clearly, and meeting customer requirements.

Accountabilities	Activities/Tasks include:	Success looks like ...
Section 337 certificates	Maintain processing of S337 certificates and associated correspondence related to Infrastructure questions.	Maintain processing of S337 certificates and associated correspondence related to Infrastructure questions. Under Section 337 of the Local Government Act 1993 (Tas)
Internal Customer Support	Resolve customer/user requests, and work with the team to deliver innovative solutions, using the most appropriate tool/s. Develop and deliver training to internal staff to improve their self-service access to information. Facilitate internal relationships to ensure services are matching the needs of internal customers, and to embed location based solutions in the way we do our work.	Internal customers have a high awareness of locational and analytic tools. Internal Staff understand available map and spatial services, and how to access them. Internal staff have appropriate skills and training to support a decentralised model of spatial service delivery.
3D Modelling	Support and improve the organisations 3D modelling and 3D analytics capabilities, including the collation and development of 3D data models and the efficient production of 3D outputs and products.	3D spatial services, models and datasets are utilised effectively by internal teams.  Undertake further learning and research to build capability.
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 to support emergency response
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	

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)	
<b>Note:</b> 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
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Work effectively in a team including the maintenance of core corporate property data and other assigned spatial datasets that support organisational needs.</li> <li>Demonstrated proficiency and experience providing geospatial services.</li> <li>Commitment to high quality customer service and continuous improvement</li> <li>Good written, verbal communication and interpersonal skills</li> <li>Attention to detail</li> </ul>
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> <li>Diploma in GIS, Information Technology, Cartography or similar, or at least three years practical experience in GIS.</li> <li>Experience using GIS software, including ESRI ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise. Demonstrated experience capturing and maintaining spatial data including working with 3D data.</li> </ul>

REPORTING STRUCTURE	
<b>Leader</b>	<b>Team Leader GIS</b>
<b>Direct Reports</b>	<b>Nil</b>

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<b>KEY RELATIONSHIPS</b> (External and Internal Customers, Supplier, Colleagues, etc)	
<b>Internal</b>	<b>Nature of Relationships</b>
Organisation wide - internal customers	Support and provide up-to-date data to internal customers.
GIS Team	Work collaboratively as a member of this team
Property & Asset Strategy Team	Work collaboratively as a member of the larger team
Planning Assessment & City Development	Partner
<b>External</b>	<b>Nature of Relationships</b>
NRE Heritage & Land Tasmania and other State and Federal government agencies and utilities.	Data exchange - property and land
GIS, engineering and surveying agencies/consultants	Data exchange
Other Councils	Information Exchange

<b>DELEGATIONS &amp; AUTHORISATIONS</b> (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$Nil
Local Government Act 1993 177A. Public land	Maintain councils public land register
Section 337 of the Local Government Act 1993 (Tas)	Answer 337 Certificate questions related to Infrastructure

## Confidentiality

Employees are

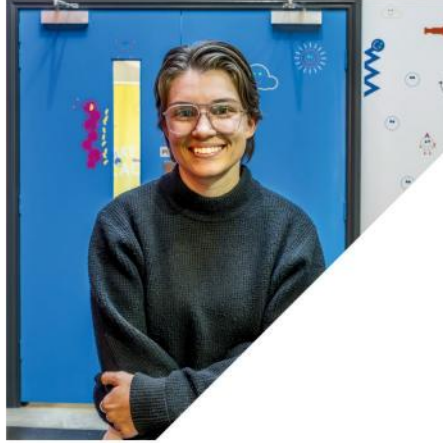
- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

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
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"><li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li><li>• Seeks feedback broadly and asks others for help with own development areas; and</li><li>• Translates feedback into an opportunity to develop.</li></ul>



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