



## **POSITION DESCRIPTION – GIS OFFICER**

*Travers bushfire & ecology*, a specialist environmental consultancy based on the NSW Central Coast is seeking a GIS Officer to work with our existing mapping team to prepare highly accurate mapping to support our ecological and bushfire teams.

### **Key accountabilities**

- Undertake map preparation
- Analyse spatial data
- Prepare complex map sets
- Work with a tight knit project team
- Work to a clearly defined scope of works, program and fee structure based on client needs

### **What you'll need to succeed**

- A science degree or a degree in a relevant GIS and or natural resource discipline
- GIS experience
- Competent and accurate mapping skills with a low error rate
- Ability to learn new software and support field teams with electronic equipment

In return, you will be working in a progressive expanding company, great work location with fresh air, outdoor areas to relax, with a highly skilled and fun project team. Flexible work arrangements are available upon application, working a 38 hour work week.

*Travers bushfire & ecology* utilise the *ESRI ArcGIS* platform and experience with this software will be highly regarded. We are, however, willing to provide further training and support to the right applicant to enable them to develop their existing skills.

The applicant we are seeking will be enthusiastic and excited about the opportunity to commence their career in GIS mapping in a company that values the contribution of its employees and provides the necessary resources to be successful.

Salary will be in accordance with industry standards and will be commensurate with qualifications and experience.

### **Essential criteria**

- Relevant tertiary qualifications, or soon to graduate with relevant tertiary qualifications
- Training in the operation of ArcGIS, QGIS and CAD software
- A high level of attention to detail
- Ability to work both independently and as part of a team

- Excellent communication and interpersonal skills
- Willingness and ability to acquire new skills
- A demonstrated interest in ecology, bushfire planning and / or environmental science

### **Desirable criteria**

The following will be highly regarded:

- Experience in spatial data integration, analysis and mapping using ArcGIS, QGIS and CAD desktop software
- Training in the manipulation of spatial data to and from a range of mediums e.g. CAD Mapinfo, CSV, KML & MS Excel
- Drone operation and photography
- Experience in managing and maintaining GPS units and software

### **Our offer**

We offer flexible working conditions, professional training and a nurturing working environment which empowers staff. You will have the opportunity to work alongside and learn from inspiring colleagues as well as having opportunities to work alongside industry experts.

### **Benefits**

- VPN network to work from home as required
- Work phone with internet data package
- Access to company vehicles for field work
- All field expenses covered when undertaking field work
- Flexible working arrangements
- An inclusive and safe work environment
- An opportunity to join a close knit team who are passionate about ecology, science and innovation.

### **Office location**

Our office is located at Kariong NSW between Sydney and Newcastle. Field work is a possibility for applicants with the right skill sets. *Travers bushfire & ecology* maintains a VPN network and consequently working from home is an option after a 3 month trial period subject to experience, independence and viable internet connection.

### **Flexible working hours**

Working hours are generally between 9am - 5.30pm with a minimum of a 38 hour week on flexible working conditions. Occasional out of hours work may be required subject to the project requirements, including occasional weekend work on an overtime basis. Part time applicants are welcome to apply with a minimum 3 day week.

### **Graduate applications**

Whilst this position is for an experienced employee, applications from graduates seeking a paid traineeship are welcome to apply. Traineeship positions are offered on the basis of demonstrated ability to develop skills for this position.

**Salary range**

\$55,000 - \$120,000 per annum, plus superannuation (dependent upon experience).

**How to apply**

Please submit your application to [sbrady@traverseecology.com.au](mailto:sbrady@traverseecology.com.au) providing at a minimum the following information:

- Covering letter addressing the essential and desirable criteria, demonstrated skills and providing details of at least two work related referees.
- A copy of your resume.
- A minimum of two referees and or written references.

If you are selected for an interview we advise:

- Applicants selected for interview will be required to bring copies of qualification certificates and examples of previous mapping.
- A skills assessment will form part of the interview.

If you have any questions please call Sally Brady on 02 4340 5331.