

# Position Description (Employee)

## Transport Data and GIS Analyst

<b>Division</b>	<b>City Planning Development and Transport</b>
<b>Business Unit</b>	<b>City Access and Transport</b>
<b>Grade/Band</b>	<b>Band 6</b>
<b>Date position description approved</b>	<b>18/02/2020</b>

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

The Transport Data and Geographic Information System (GIS) Analyst in the City Access and Transport unit undertakes the development, maintenance and integration of Council’s transport GIS and transport data to ensure a high quality, informed outcome that meets the needs of internal customers and members of the public.

The Transport Data and GIS Analyst is responsible for the analysis, management and communication of spatial and tabular transport data to support the delivery of key City policies, strategies, projects, services and performance targets and reporting on these outcomes to help the City achieve [Sustainable Sydney 2030](#).

### Key accountabilities

- Identify, produce, maintain, and communicate transport datasets, GIS mapping and databases. Ensure the accuracy, currency and consistency of the information

produced to support and contribute effectively to the policy and strategy development needs of the City Access and Transport Unit and its internal and external stakeholders.

- Provide and maintain analysis of spatial and tabular transport data to report against key Council transport performance targets helping the City achieve Sustainable Sydney 2030.
- Use and maintain a wide range of tools and software to develop maps, graphs, tables and electronic means to communicate complex transport and related data to Council and stakeholders in a way that is easy to understand.
- Maintain a high level of knowledge and expertise in data management, data maintenance and information delivery to support the City's Access and Transport Unit.
- Establish systems that enable access to the most up to date and best quality spatial data to support the delivery of City projects and services. Provide advice to the City Access and Transport Unit about relevant data issues, gaps, developments, trends and opportunities including new data sets.
- Work closely with Council's information technology, GIS, communications and community engagement teams to ensure that the data and information created is consistent with Council policies, procedures and requirements.
- Develop cooperative partnerships with key external stakeholders (such as adjoining Councils, Transport for NSW, Australian Bureau of Statistics and Department of Planning, Industry and Environment).
- Ability to self-motivate and solve problems using relevant knowledge and skills.

## Key challenges

- Building the City's transport data and data networks to enable the City to use detailed evidence base to inform complex transport decisions.
- Ability to communicate with, and respond to, requests from colleagues who have a different technical background, knowledge and skill set from your own.
- Ability to be proactive with the ability to react effectively in response to changes in work requests, and to manage multiple short term deadlines.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide expert advice and report on progress towards business objectives.</li> <li>• Discuss future directions.</li> <li>• Contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Project Teams	<ul style="list-style-type: none"> <li>• Provide technical and data support to team members and provide a different perspective to problem solving.</li> <li>• Provide supporting evidence and data to help achieve optimal outcomes on projects and strategies.</li> </ul>
Stakeholders (including GIS, Urban Analytics, Data and Information Management)	<ul style="list-style-type: none"> <li>• Produce high quality data and spatial information in order to ensure key information is always current.</li> <li>• Engage with key stakeholders to achieve defined outcomes.</li> </ul>

Who	Why
<b>External</b>	
Stakeholders  (including TfNSW)	<ul style="list-style-type: none"> <li>Build and maintain relationships with external data providers.</li> </ul>

## Key dimensions

### Decision making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

### Reports to

Manager Transport Planning

## Essential Knowledge, Skills & Experience

Tertiary qualifications in an appropriate discipline or demonstrated equivalent competencies gained through experience.

Demonstrated experience in the creation, management and analysis of datasets in a transport, traffic, roads, land-use or planning context recognising the need to communicate to a non-technical audience.

Highly developed computer literacy, with a demonstrated knowledge of, and experience in, the use of spatial databases and GIS systems applied to cities and transport planning (e.g. ArcGIS Desktop, ArcSDE, ArcGIS Server, SQLServer, MS Access).

Demonstrated experience in data analysis using MS Excel and MS Access (or similar) including an understanding of statistical conventions.

Demonstrated experience in the management of transport related data collection including an understanding of existing and emerging data collection methodologies.

Demonstrated ability to interpret and analyse the data and information to assist in planning and policy development and assist others in correctly and accurately conveying information.

Well-developed interpersonal skills, oral and written communication skills.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	Demonstrate Accountability	Adept
	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Adept
Relationships	<b>Work Collaboratively</b>	<b>Adept</b>
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	<b>Create and Innovate</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
Resources	Finance	Foundational
	<b>Technology and Information</b>	<b>Advanced</b>
	Assets and Tools	Foundational
	Procurement and Contracts	Adept

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Create and Innovate	Adept	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights</li> <li>• Analyses successes and failures in the organisation for insights to inform improvement</li> <li>• Identifies ways in which industry developments and trends impact on own business area</li> <li>• Experiments to develop innovative solutions</li> </ul>
<b>Resources</b> Technology and Information	Advanced	<ul style="list-style-type: none"> <li>• Implements appropriate controls to ensure compliance with information and communications security and use policies</li> <li>• Implements and monitors appropriate records, information and knowledge management systems</li> <li>• Seeks advice from technical experts on leveraging technology to achieve organisational outcomes</li> <li>• Stays up to date with emerging technologies and considers how they might be applied in the organisation</li> </ul>