

March 2007

Positions Vacant – Environment Division Summary Information Package

Environmental Data Management / GIS Co-ordinator

1. The Organisation

Hunter Councils Inc is a regional organisation of Councils with the following membership: Newcastle, Maitland, Port Stephens, Cessnock, Singleton, Muswellbrook, Upper Hunter, Dungog, Gloucester, Great Lakes, Greater Taree City and Lake Macquarie Councils. There are four divisions within Hunter Councils Inc; Administrative Support, Regional Purchasing, Organisational Development and Environment. The offices are co-located with Hunter Records Storage Ltd and Hunter Tourism in Thornton, NSW (East Maitland). There are a total of 30 staff within the Hunter Councils offices, and 8 within the Environment Division.

The Environment Division team comprises a Director, administrative support staff and a range of Project Coordinators responsible for the delivery of a variety of different environmental management initiatives across the Hunter and Central Coast region.

The key activities in which the Environment Division engages are:

- Facilitation of local government input to a range of natural resource management and planning processes, and
- Providing specialist support and services to its member Councils on environmental management and planning issues
- Developing and maintaining an ever growing repository of regional natural resource management data and mapping
- Design and management of a range of regional environmental projects through the Hunter and Central Coast Regional Environmental Management Strategy (HCCREMS) framework.

The Hunter and Central Coast Regional Environmental Management Strategy (HCCREMS) is a unique regional environmental management program operating in the Hunter, Central and Lower North Coast of NSW. The HCCREMS initiative seeks to:

- Facilitate the cooperative, regional implementation of environmental management and conservation initiatives,
- Lead by innovation, in order to promote Ecologically Sustainable Development throughout the Hunter, Central and Lower North Coast Region.
- Enhance and promote cost effective and sustainable environmental management programs and practices, through regional cooperation in research, capacity building and information exchange between the member organisations.
- Attract funding and resources to the region to research, design and deliver innovation and best practise in environmental management policies, practises and programs

HCCREMS (formerly the Lower Hunter and Central Coast Regional Environmental Management Strategy – LHCCREMS) was developed in 1995 through an extensive twelve-month regional community consultation process using the Agenda 21 model. Lake Macquarie, Maitland, Newcastle, Port Stephens, Cessnock, Gosford and Wyong Councils endorsed the LHCCREMS Strategy in early 1996. Implementation commenced based on the prioritisation of a range of key regional issues identified in the consultation phase of its development. In 2002, the project was extended to include the Upper Hunter Councils of Singleton, Muswellbrook, Upper Hunter, Dungog, Gloucester, Great Lakes, and, in 2004, Greater Taree City Council. In 2004, Hunter Councils Inc created an Environment Division and incorporated HCCREMS as a discrete program of this Division – and regional environmental projects continue to be delivered through the HCCREMS initiative.

Current program areas for HCCREMS include: Biodiversity, Roadside Environment, Environmental Education, Climate Change (adaptation), Integrated Water Cycle Management, Weeds, Sustainability, Coastal and Marine.

2. The Role

The position will provide data management and GIS support for a number of regional Natural Resource Management (NRM) and environmental projects being implemented by the Environment Division of Hunter Councils. These projects include the Regional Vegetation Mapping Project, Climate Change Adaptation Project, Roadside Environment Project and Regional Water Program. The position will also be responsible for developing and managing data management systems and protocols for the Environment Division.

The position offers an opportunity to work in a small and committed team in a variety of project areas and to contribute to the improved management of a broad range of regional environmental issues. Opportunity also exists to participate in the Division's plans for the future establishment of a regional, digital data management facility. It is a challenging role that will provide variety and the opportunity to think creatively and to use initiative.

This position is for an initial period of 2 years although potential exists to extend the position beyond this period.

Reports To: Director, Environment Division

Tasks / Responsibilities:

- Designing and implementing systems and protocols for managing environmental datasets
- Ensuring best practice in data management in accordance with ANZLIC guidelines
- Managing data entry, checking, collating and processing to ensure high quality standards
- Liaising with project co-ordinators to meet data management needs
- Maintaining up-to-date environmental databases
- Providing advice and support to Environment Division staff in data management
- Designing and producing tailored data and GIS products
- Data cataloguing
- Map production
- Web publishing of data from datasets / GIS
- Managing and maintaining data licence agreements.

Remuneration

The position of Environmental Data Management / GIS Co-ordinator is offered on the following annual salary package: \$55,000 - \$65,000 (inclusive of 9% superannuation) depending on skills and experience. (Please note: Hunter Councils Inc is a non-government organisation, and is not part of any council or government department. Local council employment conditions, benefits and awards do not apply.)



3. The Process

To apply for the position of Environmental Data Management Officer, your application will need to demonstrate your skills, experience and ability to meet the **tasks and responsibilities** outlined in this position description. Please also forward a copy of your resume and a brief introductory letter. Individuals who possess the relevant skills and experience for this position will be contacted and invited to attend an interview. All applicants will be advised of the outcome of their application.

4. Skills required in the position

- Degree or certificate in GIS, Natural Resource Management or equivalent experience
- High level of proficiency in MS Access and other databases
- Skills & experience in database management and maintenance, particularly as it relates to the analysis of Natural Resource Management (NRM) and environmental data.
- Understanding of information management, including custodianship, data access, data licensing and metadata.
- Data cataloguing experience
- Excellent communication, analytical and planning skills
- Ability to negotiate and liaise with stakeholders and data custodians (including councils) regarding the procurement and management of data for Hunter Councils projects
- Understanding of the protocols required for exchange of data and spatial information
- Knowledge / experience in managing, processing and analysing spatial information
- Ability to work accurately with attention to detail
- Ability to work as part of a multidisciplinary team
- Experience in working in different GIS projections and formats (eg vector and raster formats)
- Proficiency in GIS, in the ESRI suite (preferably Arc GIS)
- Class C Drivers licence

Desirable

- Minimum 3 years of experience in data / GIS management
- An understanding of NRM principles and conservation processes
- Experience in the design, development and support of internet applications

Applications may be submitted by post, fax or email to:

HCCREMS, PO Box 137, Thornton, NSW 2322

Fax: 02-4966 2188

Email: enviroadmin@huntercouncils.com.au,

by 10.00am Wednesday 18 April 2007.

5. Further Information

For further information about the Environment Division and the HCCREMS program please visit our website at: www.hccrems.com.au. If you require further information about the position, please contact Meredith Laing on 02 4978 4020.

