



# POSITION DESCRIPTION

**Directorate:** Justice and Community Safety

**Position Number:** P07949

**Division:** Emergency Services Agency

**Classification:** Administrative Services Officer  
Class 6 (ASO6)

**Business Unit:** Assistant Commissioner  
Emergency Management & Collaboration

**Location:** Fairbairn, Ngunnawal Country

**Position Title:** Geospatial Intelligence Officer

**Last Reviewed:** 03/09/2026

**Position Requirements:** 'Class C' Drivers  
Licence

## DIRECTORATE OVERVIEW

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The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister



- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

## **DIVISION OVERVIEW**

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The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Services Agency undertakes to:

- provide emergency services 24 hours per day every day of the year
- provide its services efficiently and effectively within resource allocations
- ensure that compliance activity meets legislative standards on all occasions
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ESA Website <http://www.esa.act.gov.au>

## **BUSINESS UNIT OVERVIEW**

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The Emergency Management & Collaboration Branch provides for strategic and operational planning, digital services support, data analytics and specialist mapping and technical support across the four operational services of the ESA.

The branch supplies and maintains the ESA Spatial Server Platform, Power BI/SQL Server Reporting Services (SSRS) dashboards, performs data analysis and creates visualisation systems to empower self-service to the large data holdings of rich spatial information for statistical and historical data analysis.



The team also supports the aggregation of data to allow the integration of intelligence during emergencies.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, and the additional values of Emergency Services Agency as prescribed for this Directorate, as well demonstrate the related signature behaviours.

## POSITION OVERVIEW

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As part of a small team, the Geospatial Intelligence Officer helps deliver the ESA's contemporary centralised spatial intelligence/Geographic Information System (GIS) capabilities. ESA has an extensive and modern spatial capability delivering various business intelligence and mapping solutions. The Geospatial Intelligence Officer will perform GIS desktop and online platform software operations assisting in data administration and map creation.

The Geospatial Intelligence Officer will assist with ongoing development, training, and operational use of all spatial systems across the ESA. The Geospatial Intelligence Officer also performs operational activities in support of emergency operations and assists with the administration of the Mapping and Planning Support (MAPS) volunteer team.

## WHAT YOU WILL DO

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Under limited direction of the Assistant Director Geospatial Intelligence, the Geospatial Intelligence Officer will

1. *Operate the Esri ArcGIS suite and other spatial software solutions such as FME to perform high level spatial data analysis, map making and data manipulation tasks.*
2. *Assist with the management of spatial data, including data updates, metadata creation and management and the publishing of web services.*
3. *Create and maintain spatial data for which ESA is custodian.*
4. *Assist in maintaining in-house spatial solutions, predominantly using the Esri ArcGIS suite.*
5. *Manage projects and interact with users to capture and document requirements associated with daily spatial team tasking across the ESA.*
6. *Investigate future technological directions while balancing the day-to-day operational demands of the position.*
7. *Perform operational duties as part of an Incident Management Team, including out of normal working hours on a rotational 'close-call' roster basis as required, to support response to emergencies.*
8. *Assist in the day-to-day management and coordination of the ESA's Mapping and Planning Support (MAPS) volunteers.*



9. *Model and implement the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity Framework.*
10. *Undertake other duties appropriate to this classification which contribute to the effective and efficient operation of the Agency, as directed.*
11. *This position does not involve direct supervision of staff.*

## WHAT YOU REQUIRE

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### Professional / Technical Skills and Knowledge

1. *Demonstrated current high-level knowledge and experience in operating the Esri ArcGIS suite, including ArcGIS Pro and ArcGIS Enterprise.*
2. *Demonstrated knowledge and experience in publishing apps, running up data collection solutions and managing services using ArcGIS Online.*
3. *Demonstrated knowledge and experience in publishing, maintaining and using enterprise geodatabases.*

### Behavioural Capabilities

1. *Ability to adapt to changing circumstances, manage work priorities and multiple demands while maintaining resilience in managing a constantly changing, complex and diverse ICT environment.*
2. *Ability to build and maintain effective working relationships with internal and external stakeholders, including the ability to analyse client and stakeholder needs, and the ability to develop, review, promote and deliver best practice client and stakeholder services.*

### Compliance Requirements/Qualifications

1. *A Diploma, Advanced Diploma or qualifications relevant to the role are highly desirable, or equivalent work experience.*
2. *Experience working in an emergency services or high-pressure environment is highly desirable.*
3. *The occupant of this position will be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.*
4. *Driver's licence C class is essential.*
5. *This position does require a Working with Vulnerable People Registration*



6. *To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.*
7. *If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.*

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Geospatial Intelligence Officer (position number 07949) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE              | FREQUENCY    |
|-----------------------------|--------------|
| Telephone use               | Frequently   |
| General computer use        | Frequently   |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based  | Frequently   |
| Sitting at a desk           | Frequently   |
| Standing for long periods   | Occasionally |
| Designated workstation      | Frequently   |

| STANDARD HOURS                                                                             | FREQUENCY    |
|--------------------------------------------------------------------------------------------|--------------|
| Flexible working hours (access to flex time)                                               | Occasionally |
| Fixed or specified start/finish times                                                      | Occasionally |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's)                                                         | Never        |
| Peaks and troughs                                                                          | Occasionally |
| Frequent overtime                                                                          | Occasionally |
| Rostered shift work                                                                        | Occasionally |

| SOCIAL DEMANDS                                              | FREQUENCY    |
|-------------------------------------------------------------|--------------|
| Work with others towards shared goals in a team environment | Frequently   |
| Work in isolation from other staff (remote supervision)     | Occasionally |
| Working in a call centre environment                        | Never        |
| Working directly with the public                            | Occasionally |

| PHYSICAL DEMANDS                                             | FREQUENCY    |
|--------------------------------------------------------------|--------------|
| Distance walking (large buildings or inter-building transit) | Occasionally |



|                  |              |
|------------------|--------------|
| Working outdoors | Occasionally |
|------------------|--------------|

| MANUAL HANDLING                                           | FREQUENCY    |
|-----------------------------------------------------------|--------------|
| Lifting 0 – 5kg                                           | Frequently   |
| Lifting 5 – 10kg                                          | Occasionally |
| Lifting 10kg+                                             | Occasionally |
| Climbing                                                  | Never        |
| Reaching                                                  | Occasionally |
| Bending/squatting                                         | Occasionally |
| Push/pull                                                 | Never        |
| Sequential repetitive movements in a short amount of time | Occasionally |

| TRAVEL                                | FREQUENCY    |
|---------------------------------------|--------------|
| Frequent travel – multiple work sites | Occasionally |
| Frequent travel – driving             | Occasionally |
| Frequent travel – interstate          | Occasionally |

| SPECIFIC HAZARDS                                  | FREQUENCY    |
|---------------------------------------------------|--------------|
| Working at heights                                | Never        |
| Exposure to extreme temperatures                  | Occasionally |
| Operation of heavy machinery e.g. forklift        | Never        |
| Confined spaces                                   | Never        |
| Excessive noise                                   | Never        |
| Low lighting                                      | Occasionally |
| Handling of dangerous goods/equipment             | Never        |
| Working with asbestos                             | Never        |
| Potential to encounter agitated customers         | Occasionally |
| Exposure to potentially distressing case material | Occasionally |

| OTHER                                        | FREQUENCY    |
|----------------------------------------------|--------------|
| Uniform required                             | Frequently   |
| Personal Protective Equipment (PPE) required | Occasionally |