



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Access Canberra

Business Unit: Environment Protection
Authority

Reporting Officer: Assistant Director
Environmental Quality

Position Title: Data Support Officer

Position Number: P10967

Classification: Administrative Services Officer
Class 5

Location: Dickson

Last Reviewed: 5 April 2024

DIRECTORATE OVERVIEW

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

What we do

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

THE TEAM YOU WILL WORK IN

The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator.

Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2007*, *Clinical Waste Act 1990* and *Lakes Act 1976*.

DUTIES / RESPONSIBILITIES

Under general direction:

- Provide advice and data management support to Environment Protection Officers involved in natural resource management and regulatory investigations.
- Assist in the development and implementation of natural resource management policies, strategies and reporting requirements.
- Develop, modify and augment Microsoft Access databases including development of forms, reports and queries.
- Develop and maintain the EPA's Geographic Information System and associate spatial smart forms and surveys.
- Design import and export algorithms and interfaces to meet external data reporting responsibilities.
- Design Web based interface for databases.
- Produce or modify user manuals for database and information systems.
- Administer Water Resources Information System (WRIS) and the Water Quality database.

SELECTION CRITERIA

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

Please refer to the advertising materials for information on how to apply.

Skills

- Well developed liaison, oral and written skills.
- Produce and convert data and documents into required formats, while understanding the importance of quality assurance and the need for meeting reporting requirements.
- Demonstrated experience in the use of software packages including Microsoft Access and Office Automation, Visual Basic, SQL Visio, ArcGIS/Survey 123.

Knowledge

- An understanding of relational databases and how they are used to store, manage and administer environmental data.
- An understanding of geographic information systems and how they are used to analyse and display geographically referenced information.

Behaviour

Proven ability to:

- Communicate with a broad range of stakeholders.
- Capacity to work either independently or as part of a multidisciplinary team.
- organise workloads effectively and meet deadlines without close supervision.
- display commitment and leadership in high quality customer service principles practices and attributes.
- Implement the principles of workplace diversity, participative work practices, Occupational Health and Safety, and staff development and training.

Qualifications

- Relevant ICT qualifications or experience in database management is highly desirable.
- Relevant qualifications or experience in geographic information systems is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Data Support Officer (Position Number (P10967) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Occasionally

Standing for long periods	Occasionally
Designated workstation <i>The position in an activity based work environment</i>	Never

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 paid 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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally

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	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally