

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Biosecurity and Geospatial Analyst Officer

Classification: TO4

Position number: P72143

Division: Environment, Heritage and Parks

Business unit: Environment Protection, Biosecurity and Rural Services

Location: Stromlo

Reports to: Director, Biosecurity and Rural Services

Date last reviewed: June 2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The Environment Division delivers the following functions for the ACT government:

- Nature conservation policy, planning, research delivery, licensing and regulation;
- Biosecurity policy, regulation and rural services delivery;
- Heritage conservation policy;
- Environment protection policy;
- Conservation research, evaluation, licensing and regulation;
- Management of Parks and Reserves;
- Natural Resource Policy and Programs; and
- Fire and Forest Management.

BUSINESS UNIT OVERVIEW

Biosecurity and Rural Services is a unit within the Environment Protection, Biosecurity and Rural Services Branch that provides technical expertise and compliance support and coordinates programs across government on biosecurity, rural land management, livestock production and support for invasive species and over-abundant native species population management. The unit that you will work in is responsible for biosecurity awareness, regulation, preparedness, response and recovery in the ACT. It also supports the development of community, industry and research partnerships as well as bringing stakeholder groups together to achieve landscape level management of invasive species and biosecurity threats.

POSITION PURPOSE

An opportunity exists within the Biosecurity and Rural Services team for a Biosecurity Geospatial Analyst Officer.

The purpose of the role is to support the Biosecurity and Rural Services team through management of spatial data and data management systems. You will be responsible for creating and maintaining spatial data systems to support ongoing surveillance and inspections undertaken by the team. This position will also include field work to test offline mapping and reporting systems.

The position is primarily office based but may include some field work in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, ACT rural lessees, and other ACT government departments as well as inter-jurisdictional partners.

You will effectively engage with ACT Government stakeholders to broaden biosecurity awareness and build skillsets across government to support the team within emergency response situations.

You will balance role requirements in an environment that is technically complex and often unpredictable, and where emergency situations can take precedence over planned activities.

DUTIES / RESPONSIBILITIES

The primary responsibilities for the Biosecurity and Geospatial Analyst Officer will be to develop and maintain spatial data management systems and to provide GIS and technical support, problem solving and training to staff, including in use of ArcMap, ArcGIS Pro, ArcGIS Portal, ArcGIS Online and Field Maps.

Other duties will include:

- Create and maintain systems to support biosecurity surveillance, response and recovery needs within the ACT.
- Create and maintain systems that will assist in rural land management activities undertaken by the BRS unit, including but not limited to, grazing licence and rural land management activities.
- Ensure data systems meet business needs and work with large data sets to capture, store, validate and create reports as well as ensuring good data governance, access and operational data management.
- Communicate and liaise with both internal and external stakeholders on GIS and business systems processes.
- Working closely with the Biosecurity Officers to raise awareness of biosecurity within ACT
- Participation in emergency management activities as required.
- Assist in general biosecurity activities as part of the BRS unit as required

Notes:

This position is a not a Fire Designated position, however opportunities may be available to be included in fire training or fire response activities.

This position requires working from a physical office but may have flexibility to work remotely on occasions or as required.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated experience creating and maintaining spatial data management systems, including the use of Microsoft suite and ESRI ArcGIS software suite.
2. Understanding of basic biosecurity principles and how spatial data management can assist in managing and responding to biosecurity threats.
3. Knowledge of and/or experience working in incident management.
4. High level interpersonal skills, with the ability to effectively communicate both verbally and written to a variety of internal and external parties.
5. Ability to exercise confidentiality, sensitivity, show initiative and sound judgement whilst working within established procedures and guidelines.
6. Knowledge of workplace health and safety and workplace diversity guidelines.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory

- To be eligible to apply for this role, you must be an Australian citizen.
- This position requires a pre-employment medical.
- This position does require a Working with Vulnerable People or capacity to obtain one.
- Demonstrated experience and working knowledge of the ESRI suite of products.
- Qualifications in Geographical Information Systems or related / equivalent demonstrated experience.
- Manual driver's license class C is essential.

Highly Desirable

- Australasian Inter-service Incident Management System (AIIMS) training
- Experience using Power Bi, cloud database skills, creation of Arcade and Python scripting or ability to learn.
- Experience in biosecurity preparedness and /or response

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Biosecurity and Geospatial Analyst Officer (position number P72143) and indicates how frequently each of these requirements would be performed. Please note that CED 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
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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	Frequently
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
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	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
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	Frequently