CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Spatial Fire Project Officer

Location: Stromlo

Classification: TO4

Reports to: Assistant Director Fire Planning

Position number: P60237

Date last reviewed: October 2026

Division: Environment, Heritage & Parks

Position requirements: Drivers Licence,

Business unit: Fire Management Unit

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

What we do

The Environment, Heritage and Parks (EHP) Division delivers a broad range of services and functions for the ACT Government and community, including management of parks and reserves; fire and forest management; catchment management, water policy and regulation; nature conservation policy, planning

and delivery; heritage conservation policy and regulation; environment protection; conservation research and evaluation; biosecurity and agriculture policy; and Traditional Custodian engagement. The Division also supports ACT Natural Resources Management and ACT Heritage.

The ACT's natural environment provides vital ecosystem services such as clean air, water, and landscapes of significant ecological and cultural value. The Division's work ensures these values are protected and managed for current and future generations, through both conservation and direct environment protection activities.

BUSINESS UNIT OVERVIEW

This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the implementation of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, and the management of the ACT fire trail network on public land. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngunnawal cultural burning and ecological burning.

Click here for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

With a considerable level of autonomy and manage their own projects, the duties of the role include:

- Design, develop and maintain spatial data capture solutions using Survey123 Connect, ArcGIS Field Maps and associated data in consultation with internal stakeholders.
- Develop and maintain web-based GIS applications, including ArcGIS Dashboards, Experience Builder and other web GIS solutions, to support the visualisation, management and streamlined editing of fire management data.
- Deliver spatial data and GIS projects supporting the Fire Management Unit, using technologies including ArcGIS Enterprise (Portal), ArcGIS Online, enterprise geodatabases, Survey123, ArcGIS Notebooks, FME and related platforms.
- Manage and maintain corporate spatial datasets, ensuring data quality, integrity, metadata compliance and adherence to ACT Government data governance requirements.
- Assist in developing capability in strategic Residual Risk fire modelling through spatial analysis, scripting, and the management of large, complex geospatial datasets to map bushfire risk and prioritise mitigation activities across the ACT
- Provide GIS and technical support and training to staff.
- Develop and maintain positive relationships with key internal and external stakeholders, including other ACT Government agencies.

- Apply 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. Maintain records in accordance with the Territory Records Act 2002.

- Other duties as directed.

SELECTION CRITERIA (CAPABILITIES)

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

Skills/ Knowledge:

1. Demonstrated experience in developing and supporting web GIS solutions using ArcGIS Enterprise (Portal) and/or ArcGIS Online, including applications such as ArcGIS Dashboards, Experience Builder and related technologies to visualise, manage and share spatial information.

2. Demonstrated experience in designing, developing and maintaining mobile and field-based GIS applications, including complex data capture workflows using Survey123 Connect, ArcGIS Field Maps and associated technologies.

3. Demonstrated experience in managing enterprise spatial data, including the maintenance of corporate spatial datasets, metadata, enterprise geodatabases, automation processes and data governance requirements.

Behaviour:

4. Demonstrated experience in effectively communicating and liaising with internal and external stakeholders, including the provision of complex advice and expertise

5. Demonstrated initiative and the ability to work independently or collaboratively within a small team, manage competing priorities and deliver high-quality outcomes within agreed timeframes with minimal supervision.

6. Demonstrated commitment to the ACT Public Service values and behaviours, including workplace diversity, equity and inclusion, participative work practices, workplace health and safety, information management, and compliance with the requirements of the Territory Records Act 2002.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Tertiary qualifications (Diploma/ Degree etc) in Spatial Science, GIS, Remote Sensing, Environmental Science, Natural Resource Management, or extensive experience.
- possess and maintain a current driver's license;

Highly Desirable:

- 3 years+ relevant work experience in spatial data management or spatial professional field.
- Experience with Python, Arcade, SQL, FME, ArcGIS Notebooks

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Spatial Fire Project Officer (position number P60237) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

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	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)	Frequently

Walking on uneven, steep and/or rocky ground	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
Working on active bushfires and prescribed burns	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low or reduced lighting / visibility (incl dusty / smoky conditions)	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	Frequently
Personal Protective Equipment (PPE) required	Occasionally