

Position Vacant – Asset & GIS Officer (12 months maternity leave cover)

[For full details and requirements of the role – Please refer to the Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3 - \$76,233 per annum
- Locality allowance of \$1,945 per annum
- 19 day month (Monthly RDO)
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- Council staff have access to Employee Assistance Programs (EAP's), free and confidential counselling, coaching and advice
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 26-27-013

For further enquiries regarding this vacancy and associated selection process, please contact Mark Pain on 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 27 September 2026.

David Burges
ACTING CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for each position being applied for.

Position: Asset & GIS Officer		Reference Number: 26-27-013	
Applicant Details			
First Name:		Last Name:	
Address:			
Postal Address:			
Mobile:		Alternate Number:	
Email:			
Work History			
Current Employer:		Started: / /	
Location:			
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Licences, Certificates and Qualifications			
Licence: ☐ C – Car ☐ LR – Light Rigid ☐ MR – Medium Rigid ☐ Other:			
Training certificates and qualifications you currently hold, include dates:			

Application for Employment

Experience	
Have you ever been in a supervisory role? ☐ No ☐ Yes - If yes, total length of experience (in years):	
In which industry did you gain the majority of your work experience:	
☐ Rural	☐ Mining
☐ Construction	☐ Health care
☐ Retail	☐ Hospitality
☐ Education & Training	☐ Other:
Residency Status	
What is your current residency status?	
☐ Australian Citizen	☐ New Zealand Citizen
☐ Resident of Australia	☐ Other:
Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship? ☐ Yes ☐ No ☐ Non-citizen with a valid visa that provides work rights	
Other Questions	
Do you require any special arrangements at an interview? ☐ Yes ☐ No	
If yes, provide details:	
Where did you find this job?	
☐ Council Website	☐ Seek
☐ Facebook / Instagram	☐ Balonne Bulletin
☐ LinkedIn	☐ Other:
References	
<i>Reference No. 1</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
<i>Reference No. 2</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
Declaration	
I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.	
I have attached a copy of my resume & cover letter ☐ Yes ☐ No	
Applicants Name: _____	
Signature: _____	Date: / /

Position Description – Asset and GIS Officer



POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Asset and GIS Officer		
REPORTS TO:	Manager Technical Services		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	193-199 Grey Street, St George		
EMPLOYMENT BASIS:	Full-time, temporary 12 months		
POSITION PURPOSE:	The Asset and GIS Officer is responsible for the capture of data, updating asset registers, updating asset management plans and project assistance including reporting and analysis within Council's Infrastructure Services Department.		
POSITION REQUIREMENTS (section criteria)			
TYPE	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	1. Asset Management qualifications 2. Current C Class open drivers' licence		
SKILLS	3. Data capture knowledge and/or experience 4. Budgeting and procurement knowledge and/or experience	1. Resource planning and control	
EXPERIENCE	5. Experience using ArcGIS 6. GIS experience 7. Experience with the Microsoft suite including MS Project	2. Relevant infrastructure project experience in a local authority 3. Experience using Magiq (EDRMS) and SynergySoft (finance system) would be advantageous 4. Project experience scope, schedule and budget control	
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <i>BAL-1044 Immunisation Procedure</i> .			
☐ Influenza	☐ Hepatitis A	☐ Varicella (chickenpox)	☐ Pertussis (whooping cough)
☐ Tetanus	☐ Hepatitis B	☐ MMR	☐ Rabies
☐ Q Fever	☐ Other:		
POSITION KPI's			
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.			
AUTHORITY/DELEGATION			
Works independently under general guidance, guidelines and objectives provided by the Manager Technical Services. This position has delegated purchasing authority in accordance with <i>Council's Delegation Register</i> .			

Position Description – Asset and GIS Officer



RESPONSIBILITIES
MINIMUM RESPONSIBILITIES - To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. - Work in a safe manner at all times and report any workplace risks. - To comply with Council policies, practices and procedures and fulfill Council reporting functions as required. - Communicate all health and safety matters to supervisors where applicable. - Abide by and assist in maintenance of the Council's Safety Management System. - To be punctual and reliable. - To report problems or difficulties encountered. - Contribute to the Council with suggestions for improvement. - Monitor personal qualifications and licences to ensure currency. - All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. - Communicate reliably and regularly, especially when working alone. - Be environmentally responsible by minimising wastage without compromising safety or effectiveness.
KEY RESPONSIBILITIES The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to: - Collection and recording of asset data using GPS and ArcGIS. - Ensure asset registers/records are up to date. - Develop and maintain asset management plans, including noting the relevant service level standard based on the type of asset, to assist developing operational/capital budgets. - Develop and maintain a database by extracting information from Council's finance system (Synergy Soft) recording as completed work and liaising with the Finance Department regarding completed costs. - Provide Infrastructure budgeting and procurement (Vendor panel RFQ's, Balonne Shire Council preferred supplier queries and training) support and control. - Conduct project control – assist with scope, schedule and budget. Project supervisors will be responsible for developing a breakdown of the job and monitor the scope and budget during the job. - Perform other duties within your capabilities as directed
MANAGEMENT SYSTEMS RESPONSIBILITIES Organisational Continuous Improvement & Quality Management - Willingness and ability to adapt to challenge and opportunities, for example: - changing workforce capabilities through multiskilling, succession planning, knowledge management - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies. - Willingness and ability to set the example and live by Council's values. - Willingness and ability to advocate a positive and constructive organisational culture. - Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such. - Willingness and ability to integrate the competing demands of work, home, community and self. - Willingness to actively participate in all training provided. Work Health & Safety (WHS) and Risk Management - Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system. - Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments. - Undertake a vaccination risk assessment and ensure required vaccinations are completed.

Position Description – Asset and GIS Officer

- Maintain knowledge of safe work procedures in relations to maintenance and construction work.
- Report all matters beyond your authority promptly.
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner.
- Provide appropriate information to assist with the preparation of annual estimates of expenditure, and report circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified.
- Ensure requests are investigated, acted on and reported upon in accordance with Council Policy.
- Ensure Council Policies and manuals are fully understood and adhered to.
- Ensure approved purchasing procedures are adhered to.
- Ensure the Manager Technical Services is appropriately and adequately informed on the current state of activities to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met and to ensure other staff are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.
- Completion of digital time sheets daily.

REFERENCES

