

Landscape South Australia

Position Description

Senior Project Officer, Information Management

Position number: P25885

Classification: ASO5

Reports to: Team Leader, Investment and Information

Landscape Boards promote diversity and flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.

About the Role

The Senior Project Officer, Information Management is responsible for supporting the implementation of the Murraylands and Riverland Landscape Plan through the development, implementation and on-going management of information systems that will underpin performance monitoring and reporting and will assist with regional planning and investment decisions.

About the Murraylands and Riverland Landscape Board

The Murraylands & Riverland region covers approximately 53,780 square kilometres from the Victorian and New South Wales borders to the western Mallee at the foot of the Eastern Mount Lofty Ranges.

The region forms the south-western portion of the Murray-Darling catchment into which the River Murray flows. The River Murray supplies the majority of the water needs for the city of Adelaide and surrounding towns. Much of the land is used for primary production, including pastoral lands, dryland cropping, grazing, horticulture, irrigation, and dairy farming. There are also ecosystems that are of state, national and international significance, including the Ramsar-listed Chowilla Floodplain, the Coorong, and Lower Lakes. The natural resources of the region also support tourism, recreation, and manufacturing.

The Traditional Owner groups include Ngarrindjeri, the First Peoples of the River Murray and Mallee Region, Peramangk, Ngadjuri, and Wilyakali.

Key Role Outcomes

- High quality information and data management systems) are in place to support monitoring, reporting and decision making in the Murraylands and Riverland region.
- Regional staff are supported in the use and application of information systems to ensure that they meet the needs of internal and external investors.
- Effectively represent the Murraylands and Riverland region on various user groups to ensure access to up-to-date data, facilitation and communication between users, and information sharing on new developments, latest technology, directions, tools and standards.
- Regional information systems and processes are regularly evaluated, and sound recommendations are made for continuous improvement and appropriate system developments.
- Databases and information systems are effectively and efficiently maintained to ensure that they are in line with policies and procedures of the region and DEW.

- Annual work plans are implemented in line with budget and time frames, and objectives are achieved.

Key Relationships

- Regional staff and management
- NRM Board and sub-committees
- DEW employees and managers

Special conditions

- This position is located in Berri or Murray Bridge.
- A current Driver's Licence is essential
- Some out of hours work, intrastate travel involving overnight absences from home and attendance at public meetings out of normal office hours may be required as part of the position.

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the Landscape SA *Aboriginal and Torres Strait Islander Statement of Commitment*.

Qualifications / Education

- A tertiary qualification in project management, information management or related area is desirable.

Knowledge, skills, abilities and experience

- Is able to digest information from diverse sources, identify key issues and assess broad impacts on the organisation and/or relevant situation.
- Able to understand the core issues and identify possible solutions.
- Understands Government directions as it relates to the agency.
- Is aware of responsibilities of the work area in the context of the Agency.
- Is aware of work area's interface with other relevant internal and external operations and knows the work area's key stakeholders.
- Demonstrates a fundamental and current understanding of information management systems, including geographic information systems (GIS).
- Maintains up to date and sound knowledge of information management systems, including GIS.
- Demonstrates a fundamental understanding of the principles of information management systems, including GIS
- Shares technical knowledge willingly with team members.

Work, health and safety

Contribute to Workplace Safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Board's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- When liaising with external stakeholders, the Board will be represented in a professional and cooperative manner, demonstrating a flexible and strategic approach.

Division:	Landscapes SA	Date approved:	23/11/2023
Branch:	Murraylands & Riverland Landscape Board	Classified by:	HR Advisor