

Trust for Nature

Position Description



Position	Senior GIS and Spatial Data Specialist
Department	Science
Location	Melbourne
Employment status	Part-time 0.8 FTE Ongoing
Remuneration	\$90,606 p.a. full-time equivalent, plus superannuation
Reporting line	Senior Manager, Conservation Science
Direct Reports	Nil

About us

Trust for Nature is a not-for-profit conservation organisation that works to protect native plants and wildlife on private land.

Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for-profit and private sectors to achieve permanent protection and management of important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond. Our work is uniquely positioned at the interface of science and land management, supporting a network of landholders managing high-value conservation areas across diverse Victorian landscapes.

Our Vision

A future in which Victoria's nature is valued, protected and thriving

Our Purpose

We work with Victorians to protect nature on private land forever.

About the role

The Senior GIS and Spatial Data Specialist reports to the Senior Manager, Conservation Science and plays a key role in administering, governing and continuously improving Trust for Nature's enterprise GIS systems, spatial databases and analytical workflows. The position ensures GIS systems and capability are fit for purpose while delivering spatial analyses that inform conservation science, planning, monitoring, reporting and on-ground delivery.

Working as part of the statewide Conservation Science team, the role builds GIS capability across the organisation through mentoring, technical support, consistent guidance, training resources and collaboration with internal teams. This work directly influences how conservation priorities are identified, managed and protected across Victoria.

A key focus of the role is developing consistent GIS training, guidance and staff support across Trust for Nature. The position also supports the roll-out of the Habitat Track monitoring program by contributing to data infrastructure, data management processes and analytical pipelines that turn monitoring data into practical conservation insights.

Key Responsibilities

The primary accountabilities of the role include:

- Administration and management of the Trust's GIS systems, services, and platforms, including system configuration, performance monitoring, user access, and lifecycle management, as well as spatial library maintenance and licensing, ensuring systems are secure, reliable, and fit-for-purpose across the organisation.
- Delivery of GIS, data and analytical services including advanced spatial analyses, modelling, and data workflows to support project scoping, delivery, reporting and strategic decision-making.
- Management of spatial databases, including geodatabase design, maintenance of large datasets, performance optimisation, and implementation of data governance practices. Working across the organisation to uplift GIS and spatial data capability, including embedding consistent spatial workflows, developing training and guidance materials, mentoring staff and supporting spatial analysis needs across regional project teams.
- Providing GIS user support across the organisation, including proactive staff support, development of user resources, consistent guidance and advanced troubleshooting of spatial systems, data and tools.
- Liaise and collaborate with DEECA, ARI and other sector partners to enable the access and use of statewide datasets and integration of Trust for Nature data into external platforms.
- Developing policies, procedures and guidelines for GIS and spatial data across the organisation, including data governance frameworks, data quality standards, metadata practices, and system use protocols to support consistency and compliance.
- Developing and maintaining automated and repeatable data processing and analysis workflows (e.g. scripting and tool development) to improve efficiency, reproducibility, and data integrity
- Supporting the roll-out of the Habitat Track monitoring program by developing and maintaining data infrastructure, data management processes and analytical pipelines that convert monitoring data into practical conservation insights.
- Providing high-level technical advice on spatial data, systems, and analytical approaches to support organisational planning, investment decisions, and innovation in conservation science.

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Key Relationships

Internal

- Senior Manager, Conservation Science
- Conservation Ecologist
- Senior GIS, Data and Science Officer
- Director Conservation
- Covenanting Manager
- Business Process Manager
- Director of Regional Delivery
- Regional Delivery team

External

- IT managed services provider
- GIS supplier/support
- DEECA/ARI Biodiversity and Information
- Catchment Management Authorities
- Parks Victoria, Royal Botanic Gardens Victoria, Zoos Victoria
- NGO partners

Key Selection Criteria

- Tertiary qualifications in GIS, Spatial Science, Data Science, Ecology, Conservation, Geography or a related discipline.
- An understanding of conservation and land management in Victoria and experience applying GIS and data analysis in this context.
- Demonstrated experience in GIS administration and analysis within environmental, land management, planning, natural resource management or other directly transferable contexts.
- High-level proficiency in GIS and spatial data systems, including experience administering enterprise GIS environments, spatial databases, and web GIS platforms (e.g. ArcGIS Enterprise/Online or equivalent).
- Advanced capability in spatial data analysis, mapping and data-driven decision support, including the ability to produce high-quality outputs that inform conservation planning, monitoring, reporting and delivery.
- Experience developing and implementing automated workflows, data infrastructure, or analysis pipelines for ecological, environmental, monitoring, natural resource management, or related datasets, including the use of Python, SQL, R, or similar
- Strong IT and digital systems capability, including experience working across multiple platforms and applications; familiarity with data visualization and reporting tools is desirable.

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- Demonstrated ability to build and develop internal GIS capability across the organisation, including providing technical support, training, guidance and mentoring.
- Strong communication and stakeholder engagement skills, with experience working across teams and with external partners to deliver shared data and spatial outcomes.

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values are;

- **Nature** - we really really love nature!
- **Forever** – we think long term
- **Together** – we work collaboratively and with care

Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- A valid driver's licence and willingness to travel across Victoria to visit sites and engage with regional staff are essential.

Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how we do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act 2004* (with its associated regulations and codes).

Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working

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from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Privacy Notification

Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014* (Vic).

Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The position location is located at Trust for Natures Melbourne Head office with work from home and flexible arrangements available by agreement

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.