



FrOG Tech Pty Ltd  
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# GIS Officer/Analyst

## Position Description

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FrOG Tech is an Australian-based natural resources consultancy that provides geological, geophysical and information management services for a wide range of clients in the petroleum, groundwater, geothermal, CCS, coal, coal seam gas and mineral sectors. FrOG Tech is a world-leader in the delivery of structural and tectonic interpretations, basin analysis and other resource-related geological services. Our global experience focuses on providing high quality, cost-effective services that significantly reduce the costs and risks of exploration and development. FrOG Tech services and products are unique in their scope, methodology and delivery as integrated geospatial information systems.

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**Position Title:** GIS Officer/Analyst

**Position Number:** FT030

**Remuneration:** \$40 000 to \$60 000 total remuneration package

**Employment Type:** Full Time

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### 1. Position Summary

This position is a starter GIS data entry and manipulation position within a larger GIS team which forms the basis of much of FrOG Tech's work. The core tasks include geo-referencing and digitizing to a set QA/QC specification, and conversion of mainly Vector Data formats to specific standards for use in FrOGTech interpreted Products and Client Projects.

### 2. Key Responsibilities

#### Data management

- GIS data entry, analysis and processing
- Work closely with Project Data Managers and the project team in assessing data requirements and population of data storage model
- Implement models and workflows for the manipulation, analysis and presentation of GIS data



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- Assist in the spatial archiving of completed projects

#### **Planning and budgeting**

- Work with Data Manager (and project team) to ensure GIS work is completed on time and within budgets

#### **Communication**

- Responsible for attending and participating in regular project team meetings
- Communicate with Data Manager and Line Manager to manage individual workload and identify difficulties

#### **Staff Development**

- Participate in staff development programs
- Contribute to GIS workflow and documentation development

#### **Administration (tasks including but not limited to)**

- Data loading on multiple media formats for internal and external client use
- Scanning and photocopying images and reports
- Daily completion of timesheets, documenting billable hours spent on specific tasks
- Literature referencing
- Other activities as required

### **3. Essential skills required (qualifications and experience)**

- a positive and enthusiastic attitude
- GIS/Spatial Science certificate (or undertaking) as a minimum or some experience working with ArcGIS, including a demonstrated understanding of coordinate systems, vector and raster data formats
- demonstrated problem solving skills with good attention to detail
- the ability to work well within a team and as an individual
- good time management and organizational skills
- excellent communication and interpersonal skills

Travel may be required.

The position is based in Canberra, Australia.