Job Description - GIS Spatial Systems Officer (Part-Time or Contractor basis – Up to 2 days per week)

Location

Flexible (Remote + potential occasional site visits in the Daintree / Far North Queensland)

About the Role

This role provides an opportunity for an experienced GIS professional to contribute to the management, analysis and improvement of Rainforest Rescue's spatial and ecological information systems.

The position focuses on maintaining high-quality GIS datasets, undertaking spatial analysis, and producing mapping and reporting outputs that support rainforest restoration, conservation agreements, biodiversity monitoring and long-term landscape protection.

Working closely with the General Manager, Biodiversity & Nature Impact Lead and field teams, the role plays a key part in ensuring spatial and ecological data is accurate, current and effectively used to inform conservation decision-making, grant reporting and partner engagement.

Key Responsibilities

Spatial Systems & Project Delivery

- Provide technical support for GIS and ArcGIS system development throughout project lifecycle, including collaboration with Esri Australia and other specialist providers.
- Coordinate and prepare spatial datasets, data requirements and technical feedback required for GIS system development.
- Support implementation and ongoing administration of ArcGIS Online, Survey123, Field Maps, Dashboards, Experience Builder and StoryMaps.
- Support the transfer of technical knowledge into Rainforest Rescue and maintain systems and documentation following project handover.

Spatial Data Management

- Maintain and update Rainforest Rescue's dashboards, ensuring spatial and attribute data accuracy and integrity

- Manage shapefiles and spatial layers including property boundaries, restoration zones, Nature Refuges, VDec areas, regulated vegetation mapping and monitoring plots
- Capture, validate and manage spatial data from field collection, GPS devices and external datasets
- Maintain consistent coordinate systems, metadata and spatial documentation

Field Data & Monitoring Systems

- Integrate field-collected ecological data into ArcGIS systems (Dashboard, Survey123, Field Maps, Experience Builder)
- Support optimisation of Survey123, Field Maps and mobile data capture workflows (including offline capability)
- Assist in maintaining spatial components of biodiversity and restoration monitoring
- Support development of spatial baselines for long-term monitoring (e.g. restoration age classes, habitat mapping, sampling points)
- Provide technical support to field teams in GIS, GPS and mobile data-collection systems including identifying and resolving recurring data-quality issues and improving data- collection practices.

Spatial Analysis & Reporting

- Maintain high-quality spatial data through consistent standards, validation and data integrity processes.
- Improve GIS workflows, system integration and data governance across field collection, spatial systems and reporting.
- Undertake spatial analysis to support restoration planning, conservation agreements and biodiversity monitoring
- Prepare high-quality maps, plans and spatial visualisations for:
    - Nature Refuge and conservation agreement applications
    - Vegetation Management Plans
    - Grant applications and acquittals
    - Partner reporting
- Support the development and maintenance of ArcGIS dashboards to visualise restoration progress and biodiversity metrics

Data Quality & Continuous Improvement

- Maintain accurate, reliable spatial data and continuously improve GIS data quality, governance and integration across field systems and reporting.
- Contribute to improving GIS workflows, documentation and data governance
- Support data validation and quality control processes
- Identify opportunities to streamline spatial systems and improve integration between field data and reporting outputs

About You

You are an experienced ArcGIS practitioner who is organised, detail-focused and comfortable working with ecological and conservation datasets. You can work independently, manage priorities within a small team environment, and communicate technical information clearly to non-technical stakeholders.

You enjoy contributing to meaningful conservation outcomes and using spatial data to support real-world environmental impact.

To be successful in this role, you will have:

Essential

- Demonstrated experience in ArcGIS or spatial role
- Strong proficiency in ESRI ArcGIS (ArcGIS Pro, ArcGIS Online, Survey123, Field Maps, Story Maps, Dashboard and Experience Builder)
- Experience managing and maintaining GIS datasets with a strong focus on data accuracy
- Experience integrating GPS or mobile field data into GIS systems
- Strong cartographic and data visualisation skills
- Ability to work independently with minimal supervision

Desirable

- Experience working in conservation, restoration, natural resource management or environmental projects
- Familiarity with Queensland vegetation mapping systems or conservation planning frameworks
- Understanding of biodiversity monitoring principles

Working Arrangement

This is a flexible, part-time or contractor role (up to 2 days per week). Remote work, with occasional site visits in Far North Queensland as required.

How to Apply

Please submit your CV and a cover letter via email to **admin@rainforestrescue.org.au**