

Position Description – Spatial Information Coordinator

Updated 27/07/2026

POSITION DETAILS

College/Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Strategic Asset Manager
Classification	Higher Education Officer Level 6
Employment Type	Continuing, Full time

POSITION SUMMARY

Reporting to the Strategic Asset Manager under general guidance, the Spatial information Coordinator will support the development of the University's Space Management System and processes.

Working closely with the Asset Information Manager, this position plays a crucial role in maintaining the accuracy, currency and integrity of the University's master architectural drawings, plans and associated spatial information in support of space management, asset management and operational activities.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, helping team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture that values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner that reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

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KEY POSITION RESPONSIBILITIES

The Spatial Information Coordinator is accountable for:

1. Reviewing drawings and schedules for accuracy, completeness, and compliance with project and University requirements/standards, including on-site verification of geometry where required.
2. Working closely with other members of the PFD team to ensure that all space data is accurate and up to date.
3. Maintaining and updating the University's master set of architectural drawings and plans in accordance with PFD Standards, incorporating changes arising from project "as-constructed" documentation to ensure suitability for inclusion in the University's Space Management System and GIS.
4. Updating spatial information arising from projects or operational changes within the University's spatial information systems and checking for accuracy/validity against the floor plans
5. Reviewing and updating associated records, datasets and business systems affected by spatial changes, projects and audit programs.
6. Creating, publishing, storing and archiving records in the University's Document Management System, SharePoint, for use by the wider university.
7. Organising and maintaining 'as constructed' drawings and Operation and Maintenance Manuals (O&M Manuals) into the University's Document Management System, SharePoint.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a Degree or Advanced Diploma in architectural drafting, building design, geospatial science or a related discipline; or an equivalent combination of relevant experience, education and training.
- Proven experience maintaining architectural floor plans and associated space information within a facilities, property, construction or similar environment.
- Comprehensive proficiency in AutoCAD, including the rigorous application of drafting standards, layering conventions and quality assurance practices.
- Strong technical drawing and data validation skills, with the ability to translate physical building changes into accurate digital spatial data.
- Familiarity with Building Information Modelling (BIM) principles and their integration with facilities and space management systems (desirable).
- Strong attention to detail with proven ability to apply quality control measures, ensuring the integrity and audit-readiness of spatial data.
- High-level organisational skills, with a demonstrated ability to prioritise workloads, adapt to changing project requirements and meet strict timeframes.
- Well-developed interpersonal and communication skills, with a demonstrated capacity to contribute positively within a multidisciplinary team and collaborate effectively with diverse stakeholders across the University.
- Proficiency in the Microsoft 365 suite and experience maintaining organised document and drawing libraries, with exposure to SharePoint or similar document management systems (desirable).
- Understanding of the Australian higher education sector, including space allocation guidelines (e.g. TEFMA standards) (desirable).

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