



Job Description

Job title	GIS Analyst
Group	Technical Services
Section	Geospatial
Responsible to	Geospatial Team Leader
Responsibility for employees	<input checked="" type="checkbox"/> None
Date	November 2014

Job purpose

This job exists to provide an effective and efficient GIS service, through the processing, analysis of data and extraction of information to create products and provide advice on GIS matters.

Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> Public. Consultants and contractors. Local government. GIS data and aerial photography suppliers. Professional peers. Industry working groups. 	<ul style="list-style-type: none"> Provision of information and services and responding to queries. Daily Collaboration. Occasionally Professional networking. Occasionally Research. Weekly Seeking information, products and services. Occasionally

Internal	Purpose and frequency of contact
<ul style="list-style-type: none"> Staff at all levels within the organisation. 	<ul style="list-style-type: none"> Provision of information and services and responding to queries. Daily Collaboration. Daily Seeking information and services. Weekly Influencing. Weekly

Key result areas

The job encompasses the following major functions or key result areas:

- Geospatial systems
- Business support
- Project and planning management
- Knowledge sharing
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1 Geospatial systems	
<ul style="list-style-type: none"> • Provide an effective, efficient and robust Geospatial service to internal and external clients. • Maintain Geospatial datasets, ensuring that restrictions, copyrights and license agreements are acknowledged and adhered to. • Provide recommendations for Geospatial data capture, collection and management; as well as a data capture service using the appropriate tools, capturing all data to the relevant specifications. • Ensure all Geospatial data and metadata is created, stored, organised and maintained according to corporate standards, and consistent with GIS industry best practice. • Provide spatial information, analysis and mapping (maps, data and reports) from appropriate spatial datasets. • Demonstrate and promote Spatial Industry best practice. • Basic design and implementation of new and upgrades to GIS systems and software applications, including database design and administration. • Write and maintain user and technical documentation on Geospatial systems and applications. • Undertake other relevant duties in the field of Information Services as directed by the Geospatial Team Leader. 	<ul style="list-style-type: none"> • Geospatial services provided to stakeholders is conducted efficiently and effectively by meeting deadlines and customer needs. A high quality of customer service is maintained. • Council Geospatial datasets are managed appropriately and maintained on a timely basis, adhering to quality standards. All copyrights and license agreements are acknowledged and adhered to. • Geospatial data is captured, collected and managed in line with relevant specifications. Spatial data is easily discoverable. • Quality Metadata is captured and maintained. • Data is presented appropriately to meet the customer needs. Deliverables can be audited to establish data sources. • Industry and sector best practice is used when available and contributed to when lacking. • New technology is evaluated and implemented to empower business. Business as usual is not affected by administration tasks. • Documentation can be confidently used to manage and administer Geospatial activities and applications. • Any additional duties are completed to appropriate standards.
2 Business support	
<ul style="list-style-type: none"> • Provide training and support to all GIS and GPS users. Ensure that data is available, discoverable and conforms to agreed standards. 	<ul style="list-style-type: none"> • Training and support meets customer requirements and training material is maintained. Proactive support of customers is provided.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> • Provide Geospatial advice and input into other internal and external project teams. • Analyse and determine user requirements for tasks and projects requiring Geospatial input. • Produce maps, data and reports for internal and external clients that meet customer needs whilst meeting performance measures. 	<ul style="list-style-type: none"> • Geospatial advice and standards are available and publicised. New developments and implementations are provided in a timely and professional manner. Geospatial stays current with technical advances and version releases. • Customer requests and requirements are delivered to the required timeliness and accuracy standards. • Jobs are managed and customers are kept informed of progress.
3 Project and planning management	
<ul style="list-style-type: none"> • Manage basic projects adhering to the defined Project Management standards. 	<ul style="list-style-type: none"> • Projects are managed using agreed Project Management methodologies.
4 Knowledge sharing	
<ul style="list-style-type: none"> • Share knowledge with colleagues in new/existing technologies. • Investigate and make recommendations for training opportunities. 	<ul style="list-style-type: none"> • Industry trends and technology developments are monitored, investigated and implemented when appropriate. • Development plans are in place and supported for all team members.
5 Relationship management	
<ul style="list-style-type: none"> • Develop and maintain close working relationships with internal and external contacts. • Contribute to shared services opportunities with identified organisations. • Act as a representative for Council at appropriate conferences, seminars and other events • Communicate the role, power and purpose of Geospatial so that it is well utilised within the organisation 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Shared services opportunities are identified. • Professional image is conveyed in all forums. • Awareness and utilisation of Geospatial services continually grows inside Council. Organisational use of GIS and geospatial services increases.
6 Corporate contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

In accordance with the Council's Delegation Instrument(s) this job:

- Does / Does not control a budget Amount \$ Nil
- Can / Cannot spend money from other's budget Amount \$ Nil
- Jobholder can spend unbudgeted capital Yes No Amount \$ Nil
- Jobholder is responsible for committing the organisation to long term contracts Yes No
- Jobholder signs correspondence on behalf of the Council Yes No

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Online forums, websites, email user groups.
- Professional networking internally and externally.
- IT helpdesk, inhouse database programmers.
- Team members, Geospatial Team Leader and Regional Geospatial Manager.
- GIS industry standards and Geospatial team best practice.

Work complexity

Most challenging duties typically undertaken, and the frequency of it being performed:

- Ensuring processing and analysis of data creates accurate and meaningful spatial solutions that can be interpreted by a wide range of customers, from experts to the general public. Daily
- Maintaining an excellent understanding of GIS practices and processes, and keeping abreast of technology changes within the GIS field. Weekly

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

-
-
-

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A tertiary degree in Geography, GIS, 	<ul style="list-style-type: none"> • Completion of ESRI approved training

<ul style="list-style-type: none"> Information Technology or equivalent. A valid driver's licence required*¹ 	<ul style="list-style-type: none"> courses in ArcGIS and other ESRI products. A relevant post-graduate qualification.
---	---

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> At least three years' experience in GIS, Geospatial, Cartography, Surveying or another GeoMatics related field. 	

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> Advanced knowledge of Microsoft Office products.
Working knowledge	<ul style="list-style-type: none"> Working knowledge of GIS Software Sound knowledge of New Zealand projections, datum's and core datasets. Knowledge of scripting and automations using Python or similar scripting language. Knowledge of remote sensing practices and technologies.
Awareness	<ul style="list-style-type: none"> Community, cultural and political awareness.

Personal attributes / key behaviours

- Good communication skills (both written and verbal).
- Presentation skills.
- Ability for creative thinking and problem solving.
- A professional approach.
- The ability to work well independently or as part of a team.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside of normal work hours to meet deadlines or to keep up with the cyclical demands of GIS projects.
- May be required to provide mentoring to less senior GIS staff.
- Occasionally required to assist with field/aerial survey work use for data collection, which may include remote locations.
- Processing of large volumes of digital spatial data associated with internally and externally imposed timeframes.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Recommended:

Manager

Date

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date