

GIS Specialist

Purpose | Te arotahi mātua

The GIS Specialist is responsible for working collaboratively and cohesively within the Data and GIS team to deliver the information management strategic goals providing customer service and support to staff.

The role of the GIS Specialist is to support, develop and provide services to users to ensure the effective and efficient operation of geographical information systems in line with the Digital Technology Strategy and Roadmap. The overall goal is to ensure customers have the right GIS services they need to achieve great outcomes.

Role dimensions | Te ahū mahi

Responsible to:	Data and GIS Lead
Responsible for:	Nil
Primary location:	Stratford, although travel may be required for training purposes
Job context:	Fixed term, Full-time
Job holder:	Vacant
Position grade:	TBC
Position number:	383

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

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|--------------------------------------|--|
| GIS support and systems | <ul style="list-style-type: none">• Provide mapping and analysis solutions, support and advice to meet organisational geospatial needs.• Ensure accuracy, timeliness, and metadata is maintained for geospatial information.• Create and maintain appropriate documentation covering all aspects of GIS operations.• Actively manage internal customer/client expectations and maintain timeliness of delivery.• Provide quality control and assurance for all geospatial outputs – internal and external.• Ensure data capture and transfer processes are functional and accurate. |
| Internal and public enquiries | <ul style="list-style-type: none">• Provide support and customer service for users of internal and public geographic information systems, and respond to internal and external geospatial enquiries when directed. |
| Skills and training | <ul style="list-style-type: none">• Maintain professional and technical knowledge personally through continued education, online/in-person training and attendance of educational workshops, reviewing professional publications, networking and participation in professional industry groups. |
| Strategic development | <ul style="list-style-type: none">• Contribute to the implementation and delivery of the Digital Technology Roadmap• Provide advice for key projects where there is a geospatial component.• Keep up to date with geospatial technologies and solutions, and identify and provide advice where these meet organisational needs.• Promote and champion geospatial in a way that is aligned with team and organisational vision and objectives• Assist when required, in the design, development, implementation, operation and maintenance of information systems |





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A tertiary qualification in GIS or a field that is relevant to the specialisation of this role is required or study towards a qualification.
 - Preferably an ESRI qualification in area of interest.
- Experience**
- At least three years' experience in a GIS related role.
 - Have technical and practical proficiency and competency relevant to this role's specialisation.
 - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
- Skills**
- Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with **He Pukenga Ara Skills Pathway**, and a summary table is included in Appendix 1.
 - GIS analysis of multiple data sets.
 - GIS drafting and map production with a particular emphasis on accuracy and attention to detail.
 - Cartographic and graphic presentation skills.
 - Experience in use, maintenance and installation of ArcGIS Server.
 - Ability to interpret instructions through effective communication skills, both verbal and written.
 - Project management skills or experiences.
 - Sound analytical and problem solving skills.
 - Ability to prioritise, think laterally, multitask and self-manage.
 - Able to train others and explain complicated concepts in an understandable form.
 - Cartographic and graphic presentation skills.
 - Ability to work quickly to meet urgent requests for information.
 - Experience in use, maintenance and installation of GIS software.
- Knowledge**
- Comprehensive knowledge of ESRI suite of products, including ArcGIS Pro, ArcGIS Enterprise and ArcGIS Online.
 - Working knowledge of Python and SQL an advantage.
 - Working knowledge of FME workbenches.
 - Working knowledge of project management principles and practice.
- Personal attributes**
- Self-motivated and well organised to meet deadlines
 - Adaptable
 - Strong initiative
 - A can-do attitude
 - Self-awareness
 - **Customer first mentality** – Drive to put the customer at the centre of everything they do
 - **Growth mind-set** – Able to self-reflect, challenge the status quo and grow



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - All Digital Technology team members.
- External**
 - Other Regional/District Councils
 - Crown Research Institutes
 - Industry representatives
 - Iwi/hapū

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

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.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mihana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

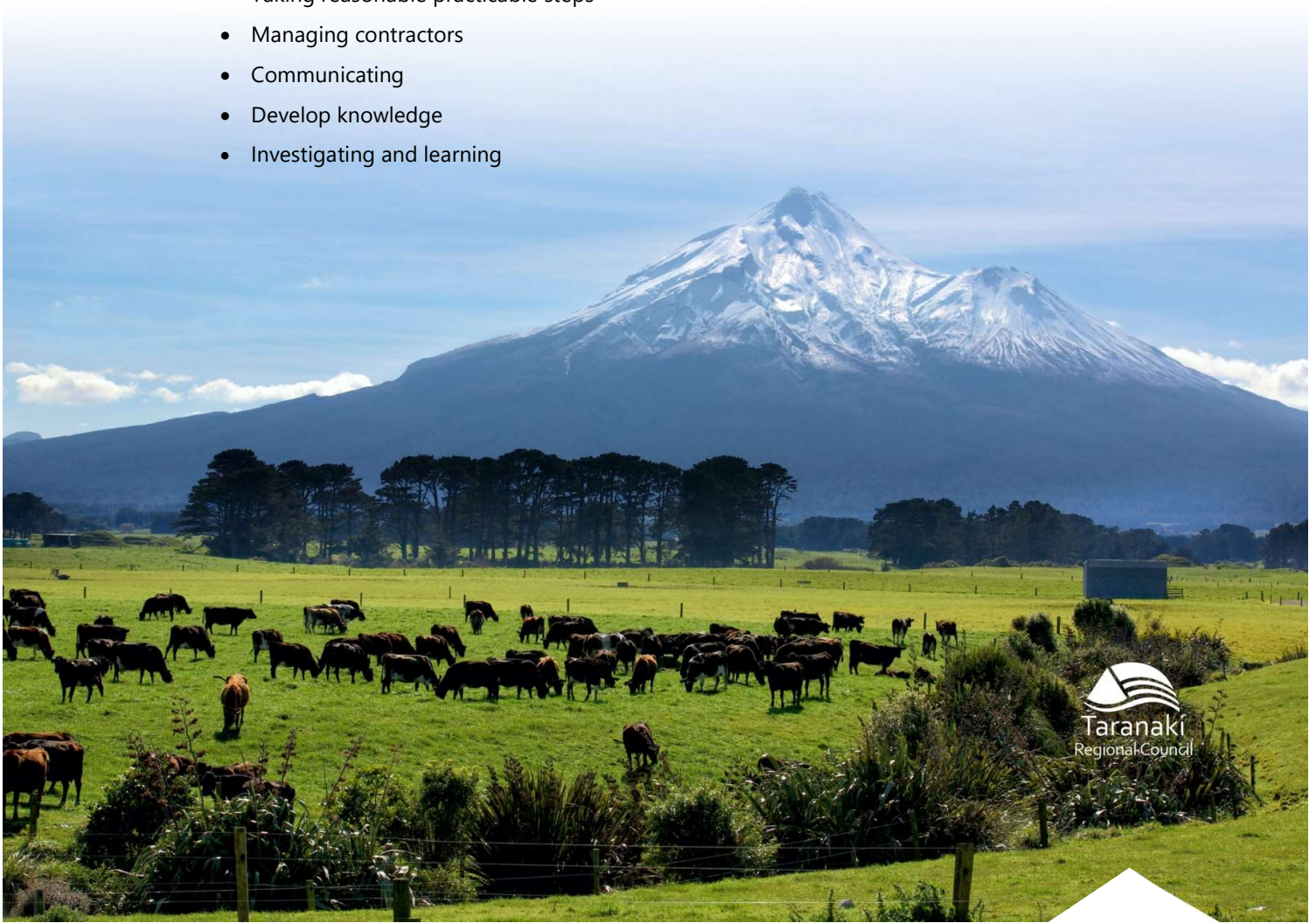
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment