HAWKE'S BAY REGIONAL COUNCIL
Job Description

Position Title:	GIS Analyst		
Group/Section Details:	**Group:** Corporate Services	**Section:** Information and Communication Technology	
Responsible to:	Team Leader Information Services		
Responsible for:	N/A		
Salary Range:*	$63,534 (85%)	$74,746 Mid-Point	$85,958 (115%)
***Note:** Progress above the Mid-Point is based on sustained individual performance.*			

Section Aims

The ICT Team provides the following role and functions as part of the Corporate Services Group:

- Delivery and support of End User hardware and software services; on-site, remote access and mobile.

- Delivery and support of Telecommunications technologies (landline and mobile telephony, internet and mobile data).

- Development, delivery and support of custom applications and software.

- Development, delivery and support of GIS services and solutions.

- ICT related professional services; Project Management, Business Analysis, Reporting, Product Enhancement and Development, Procurement, Contract Management.

- Delivery and support of information management services; records management, library services, mailroom.

- Delivery, support and maintenance of core technology infrastructure.

- Actively participate and contribute to the long-term success of Shared Service initiatives within the region.

- Actively participate and contribute to national and regional initiatives; data sharing, joint procurement, cloud computing, standardisation, interoperability.

- Ensure outsourced and managed services are fit for purpose, cost-effective and high value.

Role of GIS Analyst

The role of GIS Analyst is to provide technical expertise, consultancy and support services to the business to enable the adoption or continuous improvements of technologies to meet the objectives of the business. In your specific role of GIS Analyst, you will be the face of ICT and your 'customer first' view will be evident in working with the business to provide first class support to assist in resolving issues in a professional and timely manner where customer experience is of the utmost importance. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

POSITION TITLE: GIS ANALYST

Role Expectations

- GIS systems are fit for purpose, cost-effective and consistently exceeding the customer's needs.

- GIS Systems are strongly championed with a strong focus on customer experience and satisfaction.

- Opportunities for continuous improvement related to both GIS systems and the associated business processes are continually identified.

- Customer Support (Level 2 & 3) for GIS systems is timely and professional.

- Requests for data manipulation, spatial analysis (vector, raster, remotely sensed, temporal) and modelling are carried out accurately and efficiently using established techniques, methods and solutions.

- External requests for GIS Services is timely and professional.

- Change Requests and continuous improvements to GIS systems are thoroughly analysed, designed and implemented in partnership with the Business, with customer experience, satisfaction and quality outcomes as primary measurements of success.

- Collaboration across all stakeholder groups is evident when analysing, designing and implementing Change Requests or continuous improvement projects.

- Assisting the Business with the development and promotion of Business Cases for Change Requests and continuous improvement projects is professional and timely.

- Proactive promotion and coordination of End User training sessions and materials is professional and timely.

- Super Users within the Business are adequately trained to provide seamless Level 1 support to their teams.

- Ensure appropriate SLA's are documented, clearly defined and in agreeance with the business, ICT and any vendors.

- Identify and bring new and emerging technologies to HBRC for discussion that can transform the way we work, or how we engage with our citizens.

- Council's production and development data server (ArcSDE) and / web server (ArcGIS Server) is administered and maintained in a timely and effective manner.

- Council's production and development data server (ArcSDE) and / web server (ArcGIS Server) operational and is available for the full duration in the event of an emergency.

- A positive and active involvement in Shared Service initiatives is evident.

Continuous Improvement

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.

- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.

- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.

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- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.

- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.

- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.

- Active involvement in decision making processes when the opportunity is made available.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.

- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.

- Undertaking regular reviews of workplace risks/hazards that are present in your work.

- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.

- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.

- Undertaking appropriate and effective staff training when required or necessary.

- Promoting a healthy and safe workplace.

- Actively supporting health and safety initiatives.

- Maintaining a clean and tidy workspace.

- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.

- Participating in such exercises as are required to maintain a state of preparedness in HBRC.

- Responding to such requests to assume an emergency management role as are required by events.

- Understanding the contents of the relevant section of the Business Continuance Plan (BCP) and its implications for your role.

- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

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Key Skills

Qualification

- Desired: University degree (Bachelor level) or equivalent Post Graduate GIS qualification.

Knowledge and Experience

- Knowledge of GIS theory and applications, spatial information processing, geospatial data processing and programming.

- Demonstrated knowledge, understanding and experience with GIS, preferably using ESRI software - ArcGIS desktop, ArcPro, ArcGIS Online, LocalMaps, ArcGIS Mobile Solutions, ArcGIS server and extensions (desktop/server).

- High level understanding of Microsoft SQL server environment.

- Knowledge and experience of SQL's spatial data type.

- Proficient with ESRI 3D Analyst, Spatial Analyst and Image Analyst.

- Proficient with ESRI Model Builder and Python scripting.

- Proficient with ArcGIS Online (desirable).

- Excellent time management and task prioritisation skills.

- Effective decision-making skills that align to Council's values.

- Excellent relationship management and communication skills.

Personal Attributes

- Customer focused.

- Thrives on dealing with people and building relationships.

- Take pride in improving processes.

- Works smart.

- Positive 'can do' attitude.

- Willingness to take on responsibility, be accountable and be decisive.

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HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

Partnership and Collaboration	We work with our community in everything we do
Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
Transparency	We report on what we do and the value this delivers for our community
Excellence	We set our sights and expectations high, and never stop striving to do better

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