

POSITION TITLE:	GIS Analyst		
GROUP:	Corporate Services	SECTION:	Information and Communication Technology
REPORTS TO:	GIS Team Leader		
RESPONSIBLE FOR:	n/a		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	May 2025		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

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

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

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, be fair and reasonable and within the broad requirements outlined above.

The GIS Analyst role works within the ICT team to provide GIS systems and data that is accurate, consistently available and supports staff in their own roles. This role will also work on GIS projects while providing support for service requests from other business units. In addition, this role will provide advice and support to users of

Council's GIS applications and data and be involved in analysing staff needs through to implementing solutions. Council's GIS platform is based on the Esri suite of products.

GROUP AND TEAM GOALS:

The purpose of the GIS team is to provide fit for purpose geospatial solutions and services, to both internal and external users. The team is also responsible for managing Council's GIS platform and integration. The GIS team aims to promote increased sharing of existing spatial data, the discovery of new spatial data, and an expanded use of spatial applications. Also, encouraging GIS-related decision making throughout the organisation, empowering key stakeholders.

The GIS team provides the following functions as part of the ICT Team in the Corporate Services Group:

- GIS Database administration.
- GIS application support.
- Spatial Analysis (vector, raster, remotely sensed, temporal).
- Delivery of GIS technology, including web and field applications.
- User training.
- GIS procurement and supplier management.

JOB SPECIFIC ACCOUNTABILITES

- Ensure Council's GIS systems are maintained with an integrity that ensures the users have an up to date and efficiently working solution.
- Provide timely and professional GIS application support across the business.
- Efficiently carry out requests for mapping, data manipulation, spatial analysis (vector, raster, remotely sensed, temporal) and modelling. While using established techniques, methods and solutions.
- Create map layouts, views, maps and generates reports.
- Provide GIS training activities and technical support to GIS users.
- Catalogue GIS data, including creating metadata for geospatial data.
- Ensure that information is accurate, and updates are timely. Refine data as needed.
- Document operating procedures for GIS solutions and services.
- Update and maintain corporate GIS databases including backups and maintaining linkages to the other databases.
- Perform GIS quality control including reviewing data for completeness and accuracy identifying and correcting errors or omissions in data.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Team members

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

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, including promoting HBRC in a positive manner, 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.
- 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 other 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.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

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

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. 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 Continuity 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.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- A relevant science, geography, GIS information technology tertiary degree or equivalent qualification.
- Experience in a similar role/relevant industry would be desirable.
- Exposure to ESRI software - ArcGIS Desktop, ArcPro, ArcGIS Online, LocalMaps, ArcGIS Mobile Solutions, ArcGIS Enterprise and extensions (desktop/server).
- Valid driver's licence required.

Knowledge

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

- Knowledge of GIS theory and applications, geospatial information and data processing.
- Understanding of programming and scripting languages, specifically Python, JSON and SQL.
- Database administration skills with an understanding of data models and structure.
- Familiar with ESRI geo-processing/analysis tools.

Personal Attributes

- Excellent interpersonal skills
- Excellent written and verbal communications skills
- Strong attention to detail
- Problem solving skills
- Customer focused.
- Passion for learning and innovation.
- Ability to coach and mentor others within the team
- Thrives on dealing with people and building relationships.
- Takes pride in improving processes.
- Works smart with a positive 'can do' attitude.
- Shows a willingness to take on responsibility, be accountable and be decisive.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES 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.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name