

Job Description

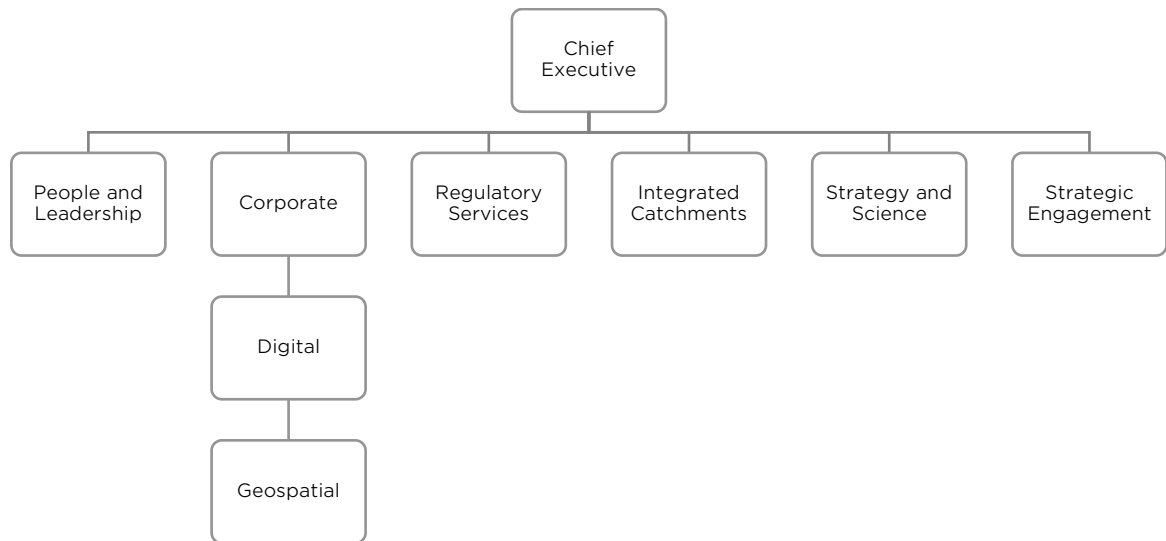


Job title	Geospatial Analyst
Group	Corporate
Section	Enterprise Systems
Responsible to	Enterprise Systems Manager
Responsibility for employees	None
Date	February 2025

Our organisation

About us	Toi Moana Bay of Plenty Regional Council’s work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of “Thriving together – mō te taiao, mō ngā tangata” means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga (<i>see attached</i>).
Our leadership model	Te Pae Rangatira, means ‘The Model of Leadership’. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (<i>see attached</i>).
Our community outcomes	Our community outcomes describe what we’re working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, Te mana o te wai - freshwater for life, Kia haumarū, kia pakari te hapori - safe and resilient communities, and Toitū to rohe - a vibrant region. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction. It is the collective responsibility of Toi Moana staff to uphold the principles and spirit of the Treaty.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

To support the delivery of the corporate Geospatial service to better understand our environment and enable more effective decision making. Undertake spatial analysis, manage, and integrate spatial data, provide cartography services, build spatial applications, and deliver training.

Essential to the role is partnering with customers both internally and externally and analysing business requirements to scope, design and deliver the appropriate geospatial tool or product to support the desired outcome.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Community/Public 	<ul style="list-style-type: none"> Provision of information and services and responding to queries 	Daily
<ul style="list-style-type: none"> Iwi/Hapu 	<ul style="list-style-type: none"> Engagement, Information Management, Project management, coordination, support, and planning 	Occasionally
<ul style="list-style-type: none"> Civil Defence and Emergency Management Groups 	<ul style="list-style-type: none"> Engagement, Information Management, Project management, coordination, support, and planning 	Weekly
<ul style="list-style-type: none"> Community Care Groups/Volunteer Network 	<ul style="list-style-type: none"> Provision of information, services and systems and responding to queries 	Weekly

<ul style="list-style-type: none"> Central and Local government 	<ul style="list-style-type: none"> Professional networking, Collaboration projects, Data Sharing 	Occasionally
<ul style="list-style-type: none"> GIS data and aerial photography suppliers 	<ul style="list-style-type: none"> Research. Provision of information and services and responding to queries 	Weekly
<ul style="list-style-type: none"> Professional peers 	<ul style="list-style-type: none"> Seeking information, products, and services 	Weekly
<ul style="list-style-type: none"> Industry working groups 	<ul style="list-style-type: none"> Working group involvement, feedback. Contribute to standards development, knowledge sharing 	Occasionally
<ul style="list-style-type: none"> Commercial software and hardware providers 	<ul style="list-style-type: none"> Seeking information, products, and services. Support. 	Occasionally
<ul style="list-style-type: none"> Consultant & Contractors 	<ul style="list-style-type: none"> Collaboration. Information Management, Project management, requirements imparting, coordination, support 	Occasionally
<ul style="list-style-type: none"> Geospatial Vendors 	<ul style="list-style-type: none"> Industry networking and skills development. Issue resolution 	Occasionally
<ul style="list-style-type: none"> Industry Working Groups - Forums and communities of practice 	<ul style="list-style-type: none"> Requirements gathering, responds to queries 	Weekly

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
<ul style="list-style-type: none"> Spatial software users 	<ul style="list-style-type: none"> Collaboration, gathering requirements, supporting, training 	Daily
<ul style="list-style-type: none"> Senior Managers and Team Leaders 	<ul style="list-style-type: none"> Influencing, Informing 	Occasionally
<ul style="list-style-type: none"> Non-technical staff at all levels within the organisation 	<ul style="list-style-type: none"> Inform and support 	Weekly
<ul style="list-style-type: none"> Technical delivery teams 	<ul style="list-style-type: none"> Collaboration 	Daily

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

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Geospatial systems	
<ul style="list-style-type: none"> • Provide an effective, efficient and robust Geospatial service to internal and external customers • Develop spatial information, perform spatial analysis and maintain corporate spatial datasets for use by internal and external customers. Build, maintain and support Geospatial web applications for internal and external customers. • Build, maintain and support integration tools and processes between GIS systems and other BOPRC Enterprise software. • 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 required specifications. • Ensure all Geospatial data and metadata is created, stored, organised, and maintained according to corporate standards, and consistent with GIS industry best practice. • Demonstrate and promote Spatial Industry best practice. • Design and implementation of new, or upgrades to existing, GIS systems and software applications, including database design and administration. • Write and maintain user and technical documentation on Geospatial systems and applications. • Training internal customers on all enterprise GIS systems, processes, and tools. • Undertake other relevant duties in the field of Information Services as directed by the Enterprise Systems Manager. 	<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. • Spatial analysis is robust, accurate and repeatable and supports the organisation to make effective decisions. • Spatial applications are fit for purpose, easy to use and maintain and meet customer requirements and expectations. • Integration tools are fit for purpose and well documented ensuring accuracy of data and system usability • 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.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
2. Business support	
<ul style="list-style-type: none"> • Provide training and support to internal and external users of all Geospatial systems and applications Ensure that data is available, discoverable and conforms to agreed standards. • Provide Geospatial advice and input into other internal and external project teams. • Analyse and determine then document user requirements for tasks and projects requiring Geospatial input. • Produce applications, maps, data and reports for internal and external clients that meet customer needs whilst meeting performance measures. • Ability to handle confidential or controversial information with discretion and professionalism • Provide spatial intelligence, and operating picture visuals during emergency management events while maintaining and deploying preconfigured data collection tools and web-applications. • Support community organisations such as Iwi/Hapū and care groups to build their geospatial capability to support Council community outcomes. 	<ul style="list-style-type: none"> • Training and support meet customer requirements and training material is maintained. Proactive support of customers is provided. • 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"> • Demonstrate project management and analysis skills to plan, scope and deliver spatial projects. Facilitate, define, and document business needs and user requirements. Deliver training to staff members in geospatial tools, components and documentation to support ongoing spatial capability building within the organisation. • Proficient in developing innovative solutions and demonstrated ability to deliver high-quality outcomes. 	<ul style="list-style-type: none"> • Projects are managed using agreed Project Management methodologies. • Projects are delivered to agreed timeframes and with budgets. • Clear user requirements support the delivery of business outcomes
4. Knowledge sharing	
<ul style="list-style-type: none"> • Share knowledge with colleagues in new/existing technologies. • Investigate and make recommendations for improved tools, processes and training. • Ability to assess, interpret and present spatial information to a wide and diverse non-technical audience 	<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. • Able to explain and write about technical issues in a clear, succinct, and

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> Recommend and guide best geospatial practice to business units throughout the council, whilst promoting collaborative and innovative solutions. Promote and develop an awareness of geospatial capabilities and encourage organisational use of spatial data and tools. 	<p>persuasive manner to a non-technical audience.</p>
5. Relationship management	
<ul style="list-style-type: none"> Develop and maintain close working relationships with internal and external contacts, community, and iwi. Develop and maintain close working relationships with Geospatial professionals at the other Local Government agencies in the Bay of Plenty. Contribute to shared services opportunities with identified organisations – e.g., Central Government, Other Regional Councils 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, community, and iwi. 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 at Work Act 2015. 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. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. 	<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

Delegations as set out in the Chief Executives Delegations Manual.

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, Enterprise Systems Manager and Digital Manager.
- GIS industry standards and Geospatial team best practice.

Work complexity

Most challenging duties typically undertaken:

- 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.
- Maintaining an excellent understanding of GIS practices and processes and keeping abreast of technology changes within the GIS field.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A tertiary degree in Geography, GIS, Information Technology or equivalent • A valid drivers licence required. 	<ul style="list-style-type: none"> • A tertiary degree in Geospatial • Completion of ESRI approved training courses in ArcGIS and other ESRI products • A post-graduate qualification in GIS

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • At least five years in the Geospatial field • Skilled in the use of ArcGIS Pro, ArcGIS Online, Enterprise and FME software 	<ul style="list-style-type: none"> • Remote sensing, Cloud Computing.

Key skills / 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, including proficiency in ArcGIS Enterprise, ArcGIS Online, and ArcGIS Pro/Desktop

	<ul style="list-style-type: none"> • Sound knowledge of New Zealand projections, datums and core datasets • Knowledge of scripting and automations using Python or similar scripting language • Experience building complex spatial queries and using SQL relational geodatabases. • Experience with app and dashboard design and development • Ability to develop working solutions to technical problems • Use of 2D or 3D datasets • Strong analytical and problem-solving skills • 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).
- Builds constructive and effective relationships.
- Displays cultural empathy and awareness.
- Self-motivated and innovative with the ability to persevere when working under pressure or tight timeframes.
- Keeps up-to-date with relevant, and upcoming, technology and conducts research as needed.
- Presentation skills.
- Ability for creative thinking and problem solving.
- A professional approach.
- The ability to work well independently or as part of a team.
- Effective organisational skills and able to prioritise workloads and respond quickly to organisational needs.

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.
- Able to help when necessary with Emergency Management.

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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date

Our Vision

Thriving together - mō te taiao, mō ngā tāngata

mō te taiao, mō ngā tāngata translates to "for the environment, for the people"

Our Values

A tatou haerenga - our journey

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

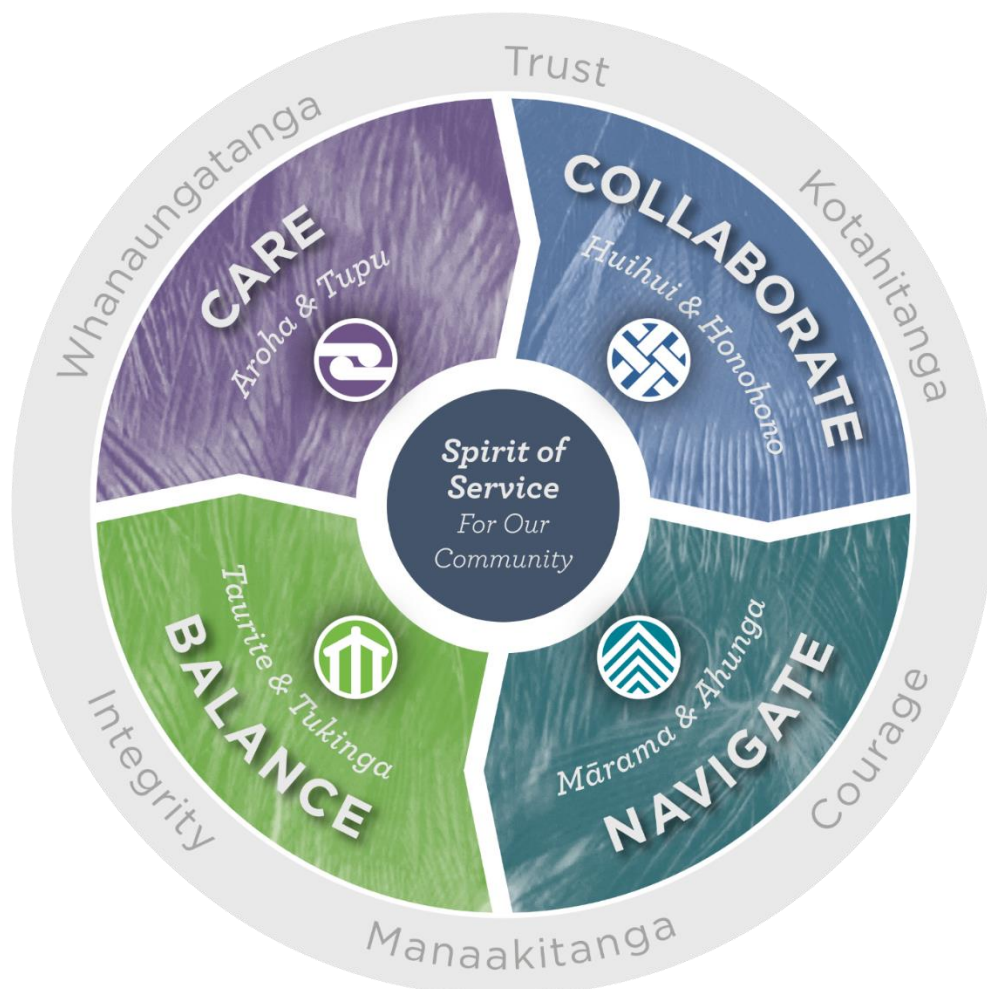
TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANAAKITANGA	KOTAHITANGA	WHANAUNGATANGA
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together - 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>

Te Pae Rangatira

Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means 'The Model of Leadership'.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.



He aha te rangatira? Who is a leader at Toi Moana?

Everyone at Toi Moana has the opportunity to display leadership qualities.

Whether you're in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.

Ngā Pou Whirinaki The Pillars of Guidance



CARE

Aroha & Tupu Love & Growth

Ka manaaki tātou i a tātou ki te aroha, ki te manawaroa, kia tupu, kia rea.

We care for ourselves and others with empathy, resilience and growth mind-sets.

Whakaaronui

Empathise

Whakawhanake i a koe ake

Develop self

Kia kaha, haere tonu

Embrace resilience

Kia tupu te whakaaro

Have a growth mind-set

Āwhinatia ngā tāngata kē

Enable others



COLLABORATE

Huihui & Honohono Come Together & Connect

Ka whakakotahi tātou i a tātou, kia hono ai wō tātou rourou, e ora ai te iwi.

We are curious, connected and inclusive of all.

Mahi tahi

Work as one

Whakakotahi

Be inclusive

Whakawātea

Create safe spaces

Kia tupu te pā harakeke

Grow relationships and networks

Whāia tā te rōpū e whai ana

Facilitate shared goals



NAVIGATE

Mārama & Ahunga Understanding & Direction

Ka arahi tātou i a tātou, kia mārama ai ki ngā āhuatanga hai arotau mā tātou, e ahu whakamua ai tātou.

We are clear on our purpose, adaptable and navigate the way forward.

Kia Mārama

Create clarity of purpose

Aro whānui

Scan the horizon

Āta whai

Zoom out and in

Kia āhua rerekē

Be adaptable

Kia whai whakaaro ki te ao tōrangapū

Have political perspective



BALANCE

Taurite & Tukinga Balance & Impact

Ka whakarite tātou i a tātou, kia taurite ai ngā mahi, mo te tukinga nui tonu.

We balance what we do, how we do it and when we do it for maximum impact.

Whāia ngā hua

Focus on outcomes

Āta whakariterite

Plan and organise

Āta whakaraupapa, ka whai rauemi

Prioritise and resource

Āta whakatau

Make decisions

Mo te tukinga nui tonu

Deliver for success