

# POSITION DESCRIPTION

**Position: GIS Analyst**

**Location: Wellington**

**Reporting to: GIS Team manager**

**Date: February 2022**

**Duration: Permanent**

## Background

The New Zealand Walking Access Commission (the Commission) is a small Crown agent, was established by the Walking Access Act 2008 and is responsible for providing leadership on outdoor access issues. Our role is to provide New Zealanders with free, certain, enduring, and practical access to the outdoors.

We are a small and friendly organisation with a team of 14 staff, 12 based in Wellington, 1 in Tauranga and 1 in Rotorua. Staff are supported by 12 part-time regional field advisors around the country.

## Position summary

The GIS Analyst role reports to the GIS Team Manager and works alongside the Senior GIS Analyst to deliver the geospatial function to the organisation. The role provides mapping output, training and technical support for internal and external users, ensuring that geospatial service and capability is available and fit for purpose.

We are an ESRI organisation, running ArcGIS Enterprise, delivering solutions through both ArcGIS Portal, and ArcGIS online supported by Eagle Technology. We create maps, build tools and maintain datasets to fulfil the commissions remit. We have public facing mapping systems (WAMS - Walking Access Mapping System, Pocket Maps and Open Data Portal) that we develop and support.

## Key relationships

### Within the organisation

- GIS team and the wider Corporate team.
- Operations and Regional Field Advisors
- Communications team

### Outside the organisation

- Commission stakeholders
- Geospatial industry

## **What will you do?**

- Create maps for internal and external use
- Learn our mapping systems and become the technical go-to for them
- Respond to queries, provide support and training for our staff, and support the public in their use of the systems
- Maintain and update our core datasets
- Be a team member in larger geospatial projects
- Support field staff with maps, apps, analysis and other geospatial services

## **General**

- Support the work of the GIS team manager as required
- Know and comply with health and safety policies and procedures
- Implement and adhere to all other Commission policies and legal obligations
- Advise and assist other business areas of the organisation as required

## **What do you get in return?**

- Support the public's use and enjoyment of the outdoors
- We will support you in your geospatial career development
- Work in a small and friendly organisation
- We aspire towards innovation and would welcome new ideas

## **Dimensions of the position**

### **Staff**

Number of direct reports: none

### **Financial delegation**

None

## **Person specification**

### **Required**

- Either a Postgraduate education in GIS or a similar subject and 2/3 years' experience in the spatial industry.
- ...or a graduate education and at least 5 years' experience in the spatial industry with demonstrated personal development.
- Experience and knowledge of ArcGIS Enterprise (ArcGIS online, ArcGIS Pro, ArcGIS Portal, Open Data).
- A working knowledge of the NZ land and survey system.
- Proven ability to develop effective networks and manage relationships.
- A passion for GIS and its potential, with a technical mindset and a can-do attitude.
- A willingness to engage with te ao maori and develop your skills in this area.

## **Desirable (but not essential)**

- Extended experience in NZ survey and land systems.
- Experience in python or FME programming.
- Experience in AppStudio development.
- Experience of working with LocalMaps.

## **Competencies**

### **Interpersonal savvy**

- Relates well at all levels, inside and outside the organisation
- Builds constructive and effective relationships; understands how to resolve problems when they arise

### **Technical learning**

- Picks up on technical things quickly
- Can learn skills and knowledge, including new industry, company, product, or technical knowledge

### **Written communication**

- Writes clearly and succinctly in a variety of communication settings and styles

### **Creativity**

- Comes up with new and useful ideas
- Easily makes connections among previously unrelated notions
- Adds value to group discussions and planning sessions

### **Drive for results**

- Can be counted on to meet goals successfully
- Steadfastly pushes themselves and others for results

### **Peer relationships**

- Can quickly find common ground and solve problems for the good of all
- Can represent their own interests and yet be fair to other groups
- Is seen as a team player and is cooperative

### **Professional development**

- Actively works to improve themselves
- Gains insight from mistakes and identifies areas for professional development
- Seeks feedback
- Identifies and acts upon areas for professional growth and development
- Sets an example as sensible and professional