poriruacity

Your Position

Your job	**Geographic Information Systems (GIS) Analyst**
	Kaitātari Raraunga Matawhenua
Your group	Corporate Services
Your team	Business Technology Group
Your manager	Manager Geographic Information Systems (GIS), Mike Bricker
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi **-** Team up
  Mā te mahi tahi e puta ai he hua ki tō tātou hapori
  Together we make a difference for our community

- Mahi Atamai - Work smart
  Ka whakapātari i a tātou anō kia pai ake ai ngā hua
  We challenge ourselves to do things better

- Whakatinanatia - Make it happen
  Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
  We use our energy and skills to get things done

poriruacity

Your team's purpose

Corporate Services' purpose is to:
- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

Your purpose

The GIS Analyst's role is to:

- assist with the provision of technical expertise relating to the development, use and improvement of spatial systems implementation and delivery of information, products and services using GIS.

Who you'll be working with

Your direct reports	• None
External people and groups	• External service suppliers • Government, local authorities, and public organisations • Contractors, consultants and suppliers • Members of the public
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	GIS Data Base Administration • Provide data input into GIS and ensure that user needs, data security and quality standards are being met • Maintain and update the council's property systems with information arising from new subdivisions, LINZ cadastral updates and other development activity • General maintenance of spatial data including asset management, editing and metadata creation • Ensure database security and data accuracy is maintained

	GIS Development and Services • Provide output from GIS systems to a specified format, and ensure accuracy and integrity as defined by client requirements • Contribute to the effective development of GIS in consultation with the IT Team and end users **GIS** • Contribute to development, documentation, testing and implementation phases of projects, including upgrades and maintenance • Creation of reports, statistics, animations, maps and other outputs as required • Development and maintenance of system documentation as appropriate • Provision of innovative products, scripts, models, technologies and processes using appropriate technical skills • Offer technical support and training to GIS users • Troubleshoot and resolve GIS problems • Assist with the regular review of processes and procedures to ensure constant improvements • Compliance with organisational policies, industry standards and procedures where appropriate, including ISO 17799 • Assist with in-house training and development of system operators and end users as required • Liaise with vendors where appropriate
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Provide high levels of customer service to GIS users and BTG staff • Ensure that all activities carried out will benefit customers • Provide backup support of team members • Represent Council and the Corporate Services Group at appropriate conferences, seminars and other events
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• A proven background in GIS (3+ years practical experience) • Relevant tertiary qualification • Knowledge and experience using the ESRI ArcGIS platform in an enterprise environment, including ArcGIS Pro, ArcGIS Online, ArcGIS Server, and Portal for ArcGIS. • Excellent data editing and management skills • Advanced spatial analyses skills • The ability to think creatively and solve complex problems • Excellent verbal and written communication skills • Demonstrated ability to work with clients and build relationships • SQL/ArcSDE Database skills – ability to export, load, query and edit • Good understanding of web design and ArcGIS REST APIs • Good understanding, experience and adherence to change control and change management processes • A methodical and analytical approach to achieve goals (long and short term) to a high level of accuracy and completeness • Self-motivated, enthusiastic, committed and able to work under pressure and with minimal supervision • A strong customer service and delivery orientation • An effective style in dealing with stakeholders both internal and external to the team • Excellent interpersonal, communication, and relationship skills • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	• Experience configuring reports and the administration of LocalMaps by Eagle Technology • Experience using ESRI field mobility applications such as Field Maps and Survey123 • Experience with FME • Competence with ArcGIS Arcade, JavaScript, and Python • Experience in local government asset management (three waters, reserves, roading), District Plan, Regulatory Monitoring • Knowledge and skills in LiDAR analysis and content creation • Experience and understanding of the LINZ CRS, property, land parcel and rating relationships • Knowledge and skills in 3D analysis and content creation • Experience in providing GIS for Emergency Management • Familiarity with the Local Government Act 2002 and other relevant legislation