



Position Description:

Pūkenga Hangarau Whenua / GIS Analyst

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

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Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Pūkenga Hangarau Whenua - GIS Analyst
RANGATIRA - REPORTS TO:	GIS Lead
KĀHUI - GROUP:	Business Support
RANGATIRA - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	Build organisational capability through the analysis, development, and integration of business systems including Council's Geographic Information System
NGĀ WHAKARITENGA - DELEGATIONS	Briefly state: <ul style="list-style-type: none"> • Number and nature of direct reports: Nil • Budget responsibility: Nil
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Development and maintenance of applications to leverage the value of Council systems and enhance the usage of those systems • Development and maintenance of integrations between Council systems • Development and maintenance of spatial and aspatial data sources for applications including: data analysis, modelling, warehousing and presentation • Spatial analysis • Training of Council staff in use of GIS applications • <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i>

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ TOHU - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required: <ul style="list-style-type: none"> • Tertiary qualification in a relevant business discipline or 5-10 years proven relevant industry experience. Desirable: <ul style="list-style-type: none"> • Relevant IT qualification • Experience in online service delivery
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	<ul style="list-style-type: none"> • Problem solving and analytical skills • Expertise in programming languages including but not limited to C#, Python • Expertise in the usage of Visual Studio • Expertise in MS-SQL Server tools • Expertise in the ESRI set of tools including but not limited to ArcGIS

	<p>Server, ArcGIS Online, ArcGIS Desktop</p> <ul style="list-style-type: none"> • Internet Information Server (IIS) • Technologically savvy and familiar with computer systems • Excellent communication and facilitation skills • Systems/UAT testing methodologies • Observant and actively looking for opportunities for improvement <p>The following competencies would also be an advantage</p> <ul style="list-style-type: none"> • JavaScript, CSS skill • Understanding of the software development lifecycle (SDLC) • Understanding of IT enterprise systems • Understanding of the principals of integrated systems • Understanding of business process and improvement techniques
<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p>

	<p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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