

# GIS Analyst

Hancock Forest Management (NZ) Ltd

May 2018

<b>Location</b>	Rotorua
<b>Reporting to</b>	Resource Information Manager
<b>Number of reports</b>	Nil
<b>Approximate budget control (\$)</b>	Nil
<b>Key service recipients</b>	Harvest Planning Harvest Operations Forest Operations RST Foresters Land Manager

## Role Purpose

To ensure the spatial integrity of the OTPP Estate managed by HFM NZ. The GIS Analyst will also ensure that an effective service is provided to those requiring maps and advice on various matters related the properties.

Accountabilities		Routine Tasks
1.	Spatial data maintenance and digital record keeping in HFM systems. Verifying accuracy of spatial and attribute information.	<ul style="list-style-type: none"> <li>Harvest recording: capture, record and report monthly cutover.</li> <li>Manage the regular aerial photography programme for harvest recording and other updates.</li> <li>Remapping: review key spatial layers and maintain their accuracy using appropriate imagery and/or other data sources</li> </ul>
2.	Maintain property information	<ul style="list-style-type: none"> <li>Record and maintain up to date information on HFM properties.</li> <li>Provide land administration services.</li> <li>Respond to ad hoc requests from Land Manager by providing efficient mapping and data reporting services.</li> </ul>
3.	Provide a specialist mapping service to operational and planning staff as required.	<ul style="list-style-type: none"> <li>Respond to map production requests by making best use of the ESRI application suite.</li> </ul>
4.	Assist GIS users in making best use of the Forest Information System	<ul style="list-style-type: none"> <li>Provide GIS support to HFM's users.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide ongoing training to users on the use of current HFM systems and future developments.</li> </ul>
5.	Support and development initiatives	<ul style="list-style-type: none"> <li>• Facilitate the support and development effort of ESRI based applications and database.</li> <li>• Assist in the development of desktop and mobile capabilities identifying business needs and implementing suitable solutions.</li> <li>• Develop and document standards and user manuals.</li> </ul>

## Competencies

Core Competencies	Details
Business Acumen	Understands and applies general business management principles and practices.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customers' needs and considers the impact of all activities to the customer.
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the organisation move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust
Planning/ Organisational Skills (Multi-tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.

<b>Role Competencies</b>	<b>Details</b>
GIS and Database	Experience with the ESRI suite including desktop, server and mobile products. An understanding and some competence of SQL databases and structure.
Aerial photographic interpretation	Fully conversant with the interpretation and utilisation of aerial photographic data and other remote sensing imagery.
Forestry operations management	An understanding of forest management practices and mapping and information needs of forest managers.
Training & Support	Skills in developing and delivering GIS and other systems training as required and provide support for HFM Systems.
System Development	Ability to identify future system development initiatives.

## Qualifications

<b>Qualification/Skill/Experience</b>	<b>Details</b>
Educational qualifications	Tertiary qualifications in draughting, surveying or GIS.
Work experience	Minimum 3 years in forest mapping and maintenance of forest information systems