



ROLE OUTLINE

General

Job title:	Land Information Analyst
Location :	Rotorua or Tokoroa
Approximate budget control(\$):	Nil

Key Relationships

Reporting to:	Land Manager
Number of reports :	Nil
Key service recipients:	<p>Operations staff Resource Support Team General Manager Legal advisors Regional and District Councils Land valuers Landowners i.e. crown, iwi Landowner advisors</p>

Role Purpose

Working with the Land Manager, this role is responsible for the administration of the land management function for Taumata Plantation properties in a manner that meets all agreement obligations whilst protecting investor interests. This includes:

- Ensuring that HFMNZ as the Investment Manager and/or Property Manager for each fund, fulfill, on behalf of the investors, all fiduciary and legal obligations as required under the Forest Agreements.
- Liaise with Forest managers to ensure the interests of the investors are protected while meeting all forest agreement obligations.
- Build enduring business relationships with Forest Agreement partners, their representatives and associated third parties.

Accountabilities		Routine Tasks
1.	Rates Management (25%)	<ul style="list-style-type: none"> • Prepare and manage annual rates budget. • Ensure correct apportionment of rates is applied to forestry right landowners following handbacks (quarterly) • Develop and maintain relationships with local Councils • Review all District Council and Regional Council rates invoices to ensure rates are paid correctly and on time for all freehold and lease land.
2.	Handback (15%)	<ul style="list-style-type: none"> • Manage divestment process (quarterly) • Produce area statistics and associated maps. • Prepare maps of proposed divestment areas, and liaise with managers regarding their confirmation
3.	Mapping and GIS (40%)	<ul style="list-style-type: none"> • Routine preparation and production of regular maps and associated information • Ad hoc preparation and production of maps and database queries • Maintain GIS data and ensure accuracy of property information stored in the corporate database • Maintain Easement layer. • Maintain database to monitor HBU harvest progress against plan and report potential timing issues.
4.	Reporting (10%)	<ul style="list-style-type: none"> • Annual and quarterly reporting • Interrogating corporate and third party databases and responding to ad hoc queries. • Reporting of annual harvest plans for

		forestry right land where required.
5.	Land Revaluations (5%)	<ul style="list-style-type: none"> • Liaise with District Council appointed land valuer and provide land information as required for rates revaluation (biannually). • Ad hoc land valuations • Review annual Council plans
6.	General (5%)	<ul style="list-style-type: none"> • Provide copies of titles and easements from LINZ database as required. • Manage telecommunication site rentals • Review legal documentation (title searches etc.) as needed • Field various legal and land related queries and requests • Attend stakeholder meetings and take minutes as required.

Competencies

Core Competencies	Details
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Able to promote a trusting environment for relationships and negotiations.
Communication	Communicates clearly (verbal and written) and interacts effectively with others in a wide range of situations. Can effectively communicate with people from different cultures and backgrounds.
Negotiation Skills	Able to put forward a position or opinion in such a manner that best avoids argument or negative conflict while still achieving the desired outcome. Attains positive outcomes through influencing skills.
Planning/ Organisational Skills	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details.
Detail Focus	Appreciates how important accuracy is and is meticulous with data and preparation of maps, reports, information etc.
Active Listening	Actively listens to others particularly in times of negotiation – both verbal and body language so as to understand others point of view and find areas for compromise.

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.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes.
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.
Business Acumen	Understands and applies general business management principles and practices.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Openness to Change	Adapts and works effectively in a changing environment.

GIS Competencies	Details
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

Qualification/Skill/Experience	Details
Educational qualifications	A Bachelor's degree in forestry, land management, draughting, surveying, GIS or equivalent experience