

Tasman Pine Forests Ltd

Forest Information & GIS System Analyst



POSITION TITLE:	FOREST INFORMATION & GIS SYSTEM ANALYST
LOCATION:	Nelson Region
REPORTS TO:	General Manager
DIRECT REPORTS:	None
OVERALL RESPONSIBILITY:	Responsible for the provision of internal information services in an efficient, timely and cost-effective manner through the development, maintenance, and management of the Forest Information and Mapping System, and by liaising with IT/software vendors.

	KEY ACCOUNTABILITIES
ASSIST	Assist the General Manager and Estate Planner / Inventory Coordinator as required.
REPORTING & PROVISION OF INFORMATION	<p>Design and provide in a timely manner, queries and reports that satisfy the requirements of the management team, staff and external stakeholders.</p> <p>Provide timely information on area and mapping/spatial activities for silvicultural, inventory, harvest planning, harvesting, sales, and other land management activities.</p> <p>Provide professionally laid-out maps for internal and external stakeholders.</p>
FOREST INFORMATION SYSTEM	<p>Manage the Forest Information and Mapping System including but not limited to:</p> <ol style="list-style-type: none"> 1. Administration of the data within the FIS to the highest standards of data integrity and accuracy 2. Integration of data from external sources. 3. Migration of historic data into new systems. 4. Manage the daily flow of operational data from external and internal sources, ensuring integrity and accuracy. 5. Co-ordinate the collection and interpretation of spatial data from field staff.

	<p>6. Check and validate all GIS data commissioned from suppliers. Ensure all data received is formatted to specifications and is fit for purpose.</p> <p>7. Ensure all spatial/mapping data is easily accessible for planning, operational and harvesting use by staff.</p> <p>8. On-going development of mobile solutions for access to GIS data in the field.</p> <p>9. Metadata and process document drafting.</p>
GIS SUPPORT CONTRACTS	<p>Manage the outsourcing of certain GIS functions to third parties to a timely, accurate and cost-effective standard.</p> <p>Project manage the on-going development of the FIS platforms including managing vendor liaison.</p>
SUPPORT SERVICES	<p>Providing technical support and training as required to staff for all FIS matters.</p> <p>Assist the Health & Safety/Environmental Risk Co-ordinator relating to the administration of the Health & Safety application.</p>
IT SERVICES	<p>Manage outsourced IT support service contracts up to delegated authority limits.</p> <p>Analysis of outsourced server/data storage service suppliers to ensure on-going price and value competitiveness.</p> <p>Research and recommend new technologies to ensure continuous improvement of the business processes, systems, services and products.</p>
HEALTH & SAFETY & RISK MANAGEMENT	<p>Keep abreast with health and safety legislation including the regulations, forestry code of practices and leading safety practices.</p>
ENVIRONMENTAL RISK MANAGEMENT	<p>Keep abreast with leading environmental legislation, planning and resource consents information as it relates to this role – particularly the National Environmental Standards for Plantation Forests.</p>

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
EXPERIENCE/SKILLS:	<p>Strong experience in ArcGIS mapping and other ESRI software including: data building, maintenance and QA; ArcGIS Online development and topology tools.</p> <p>Experience with automation (data driven maps, models or python).</p> <p>Experience in schema or systems design.</p> <p>Highly developed analytical skills and attention to accuracy.</p> <p>Experienced in dealing with software/hardware vendors an advantage.</p> <p>Experience in mapping in the forest industry an advantage.</p>
EDUCATION:	<p>Experience and/or qualifications in GIS/Spatial systems.</p>