

# Tasman Pine Forests Ltd

## Forest Information & GIS System Analyst



<b>POSITION TITLE:</b>	<b>FOREST INFORMATION &amp; GIS SYSTEM ANALYST</b>
<b>LOCATION:</b>	Nelson Region
<b>REPORTS TO:</b>	General Manager
<b>DIRECT REPORTS:</b>	None
<b>OVERALL RESPONSIBILITY:</b>	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.

	<b>KEY ACCOUNTABILITIES</b>
<b>ASSIST</b>	Assist the General Manager and Estate Planner / Inventory Coordinator as required.
<b>REPORTING &amp; PROVISION OF INFORMATION</b>	<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>
<b>FOREST INFORMATION SYSTEM</b>	<p>Manage the Forest Information and Mapping System including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Administration of the data within the FIS to the highest standards of data integrity and accuracy</li> <li>2. Integration of data from external sources.</li> <li>3. Migration of historic data into new systems.</li> <li>4. Manage the daily flow of operational data from external and internal sources, ensuring integrity and accuracy.</li> <li>5. Co-ordinate the collection and interpretation of spatial data from field staff.</li> </ol>

	<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>
<b>GIS SUPPORT CONTRACTS</b>	<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>
<b>SUPPORT SERVICES</b>	<p>Providing technical support and training as required to staff for all FIS matters.</p> <p>Assist the Health &amp; Safety/Environmental Risk Co-ordinator relating to the administration of the Health &amp; Safety application.</p>
<b>IT SERVICES</b>	<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>
<b>HEALTH &amp; SAFETY &amp; RISK MANAGEMENT</b>	<p>Keep abreast with health and safety legislation including the regulations, forestry code of practices and leading safety practices.</p>
<b>ENVIRONMENTAL RISK MANAGEMENT</b>	<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>

<b>KNOWLEDGE, SKILLS AND PERSONAL QUALITIES</b>	
<b>EXPERIENCE/SKILLS:</b>	<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>
<b>EDUCATION:</b>	<p>Experience and/or qualifications in GIS/Spatial systems.</p>