



## GIS Specialist – Amberley/Kaikoura

To provide enterprise-wide geospatial services including the development and maintenance of geospatial systems, web applications, dataset curation and updates, field data collection, GIS projects and mapping services.

### Our values - tikanga

**Respect** - *give it to get it.*

- We show civility through listening, being thoughtful and acknowledging others points of view.
- We embrace diversity, recognise differences and are inclusive in our treatment of others.
- We demonstrate our appreciation through praise and recognition.

**Integrity** - *do what's right.*

- We are honest, transparent and authentic.
- We are ethical, sincere and trustworthy.
- We seek the best solution rather than the easiest.

**Commitment** - *be in; boots 'n all.*

- We are passionate about the work we do and motivated to do a good job.
- We are solution focused and accountable for our actions.
- We take pride in working for the Hurunui District Council.

### Our vision – tirohanga

To be a workplace that embraces diversity of thought.

### Our mission – auaha

To have the right people in the right place at the right time to provide infrastructure and services that are efficient, effective and appropriate to our Hurunui community.

### Our expectations

Working for the Hurunui District Council means working as a team to deliver the best outcomes for our district.

We are developing our organisational culture to put our customers at the heart of everything we do through our organisational values, working together, and focussing on outcomes rather than tasks.

**That means we will:**

- Commit to working proactively with our customers to understand their needs.
- Operate collaboratively as a total council team.
- Deliver our services in a way that is best for the district (as opposed to best for us).

We want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district. Even though you will have a primary position at Hurunui District Council, working with us is much more than simply completing your work. It is about how you go about doing your work, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

Each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes. We want you to work across teams to bring your solutions to the table and to work with those teams to implement them.

## What you will do

- GIS Systems and Application Management.  
Manage and administer the ArcGIS Enterprise Server environment (ArcGIS Server, ArcSDE, Local Maps, Portal, AGOL, Survey 123 and MS SQL).  
Analyse user needs to identify and implement practical GIS solutions.  
Produce maps and plans at an appropriate scale and detail for staff, Council and the public.  
Develop customised GIS solutions for Council and staff (e.g. Mobile GIS, AGOL, Survey 123).  
Create and manage web maps, applications, data sharing and workflows within the ArcGIS Online Field Maps and Survey123 environments.  
Develop, build and maintain the in-house Local Maps web viewers and make changes as requested by staff.
- Data Maintenance  
Update and serve GIS data, both internally and externally including responding to data requests.  
Develop and maintain workflows with FME Form and Flow for automation of tasks.  
Ensure the security, accuracy and integrity of datasets on-premises and in the Cloud (ArcGIS Online) and to further develop the Data Dictionary.  
Maintain land parcel-valuation match and subdivision data, including processing data and managing the GIS subdivisions process at both Councils.  
Assist departments with data input for specific departments (e.g.: asset management data for the Utilities Team).  
Manage and enable external distribution of our datasets and lead our open data journey.
- User Support  
Design practical applications and workflows to support user requests, and proactively seek to bring new ideas to the organisations.  
Provide day to day GIS user support and training to staff.  
Document and maintain GIS procedures.  
Install, maintain and upgrade all GIS software.

## What we all do

- Embrace diversity and display cultural awareness in all aspects of work and development.
- Demonstrate a commitment to our values and wanting to be here.
- Welcome training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities and activities when required

### Customer service

- Demonstrate a “customer centric” culture within the team, department and in the wider organisation.
- Act as a *customer advocate* in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Provide assistance, guidance and advice to Council and committee members as applicable.
- Demonstrate empathy and non-judgemental approach.

### Health and safety

- Ensure you accurately and promptly report all accidents, incidents and risks immediately or as soon as possible.
- Keep yourself and others safe.
- Adhere to all Council Health and Safety policies, procedures and guidelines.

## What you will bring

- Proven experience in the GIS industry or a relevant tertiary qualification.
- Thorough understanding of spatial data and GIS concepts.
- Experienced in use of ArcGIS 10.x suite of Desktop and Server software, including Pro, ArcGIS online, Field Maps and Survey123
- Sound understanding of cartographic principles and how they can be applied to provide relevant maps and other quality GIS Products.
- Automation skills in FME Form and FME Flow (essential), and an understanding of both JSON data and APIs.
- Programming/app development skills e.g. Python, JavaScript are desirable but not essential.
- Competent user of the Microsoft Office suite.
- Experience with Magiq and/or Ozone Regulatory and Financial systems (desirable).
- Able to use a wide range of software tools and integrate solutions.

## Financial delegations

\$0

*Ben Daly*