

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

## Values and Common Purpose



**MAKING OUR** *communities* **BETTER**

## About our District

### South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



# What this job involves

## Nature and Scope

This is a mid-level specialist role. The purpose of the position is to manage and maintain the organisation's corporate GIS service and associated processes, systems, and spatial data, ensuring information is accurate, reliable, and fit for organisational use. The role applies GIS tools and spatial analysis to support operational delivery, planning, and decision-making, supports the integration of GIS with enterprise systems, and works with internal teams and external partners to meet spatial information requirements. The position also supports the development and effective use of spatial data and services across the organisation, designs and delivers GIS solutions using hands-on spatial programming capability and provides specialist GIS support for Civil Defence activities as required.

This is a busy role and if you want plenty of variety, this role has it from performing GIS data collection, maintenance, and undertaking reviews as per spatial data governance procedures, providing user training for GIS applications and working with knowledge experts to recognise and build spatial data awareness. It will also provide the first level information requests, reporting requests and data enquiries, will undertake ETL processing and support the Information Services and business teams to ensure the proposed approach aligns with the Digital Transformation Strategy (DTS) and therefore with the organisation's GIS, data and application objectives and aspirations.

## Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

# The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hawera and will report directly to the Group Manager - Corporate Services.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **14**. The salary range for this position is between **\$83,430pa and \$92,700pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

## Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

## Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

# Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

**PEOPLE & CAPABILITY TEAM**

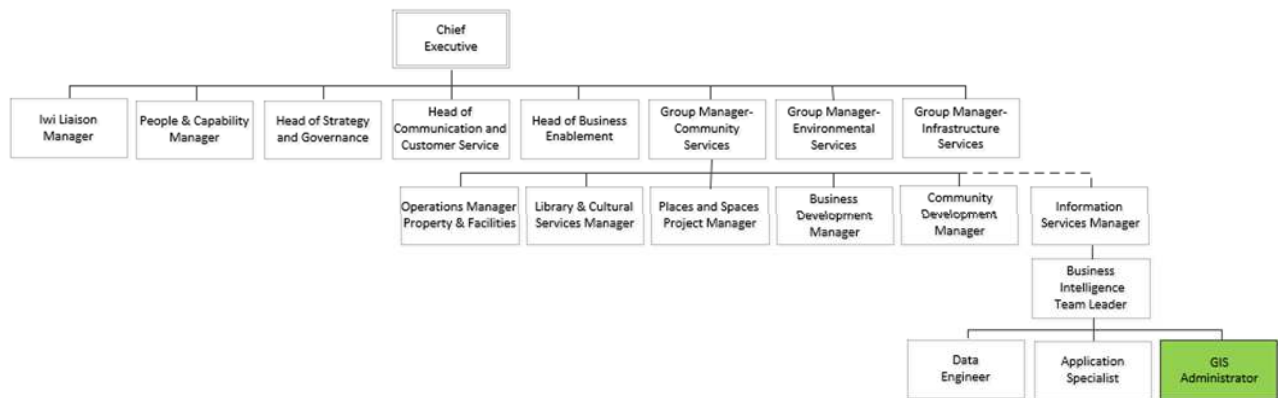
# Position Description



Position Details			
<b>Title:</b>	GIS Administrator		
<b>Unit:</b>	Information Services	<b>Group:</b>	Community Services
<b>Position Reports to:</b>	Business Intelligence Team Leader		
<b>Salary Grade:</b>	14	<b>Staff Management:</b>	Nil
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	07/04/2022	<b>Date Last Reviewed:</b>	07/07/2025

**Position Objective**

The purpose of this position is to provide operational ownership of the organisation’s GIS platform and spatial data capability. The role is responsible for maintaining reliable, secure, and fit-for-purpose GIS services; establishing and applying spatial data standards; managing spatial datasets and system configuration; delivering spatial analysis and visual outputs to support operational and planning decisions; enabling integration between GIS and enterprise systems; and providing specialist GIS support to Civil Defence activities as required.



## Position Duties and Functions

### GIS Platform and Spatial Data Ownership

- Take operational ownership of the organisation's GIS platform and spatial data environment, ensuring systems and data are reliable, secure, and fit for purpose.
- Manage and maintain spatial data assets including maps, geographic datasets, and imagery, ensuring accuracy, integrity, and appropriate lifecycle management.
- Establish, apply, and maintain spatial data standards and protocols to support consistent use of spatial information across the organisation.
- Configure, maintain, and optimise GIS platforms, including managing updates, upgrades, and system changes to ensure ongoing performance and availability.

### Spatial Analysis, Modelling, and Decision Support

- Apply GIS tools and spatial analysis techniques to analyse, model, and visualise spatial data in support of operational delivery, planning, and decision-making.
- Deliver spatial analysis outputs including site selection, routing, proximity analysis, environmental assessment, and spatial modelling as required.
- Translate spatial data and insights into usable outputs that can be embedded into business workflows, reporting, and digital solutions.
- Provide specialist GIS support for Civil Defence activities, including spatial data preparation, analysis, and operational support as required.

### Enterprise Integration and Digital Enablement

- Integrate GIS platforms and spatial data with core enterprise systems to support seamless data flow and consistent information use.
- Work within the Information Services team to align GIS platforms, data, and solutions with organisational technology standards, architecture, and digital strategies.
- Support ETL processes, data pipelines, and system integrations to enable the effective use of spatial data across business systems.
- Configure, customise, or develop GIS applications and solutions to meet organisational and service delivery requirements.

### Stakeholder Engagement, Continuous Improvement, and AI enabled Practice

- Engage with internal teams, external partners, vendors, and neighbouring councils to understand requirements, provide specialist spatial advice, and support effective use of GIS and spatial information.
- Support the delivery of digital and spatial solutions through effective collaboration, change management activities, and completion of required documentation.
- Identify and implement continuous improvement opportunities, including the responsible adoption of emerging GIS and AI-enabled technologies, to enhance capability, efficiency, and business value.
- Maintain professional knowledge of GIS, spatial analytics, and AI techniques relevant to spatial information management, assessing applicability and benefits within organisational and governance frameworks.

## Generic Duties and Tasks

### Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

### Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.

- Ensuring no records are destroyed or removed without approval from Information Management.

#### **Civil Defence**

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

#### **Iwi/Council Partnerships**

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

#### **Other**

- Other duties as directed, within the skills and capabilities of the employee.

## Attributes and Capabilities

#### **Accountability**

- Taking initiative to solve problems or improve processes without being told.
- Making smart decisions when juggling multiple tasks and seeking help when necessary.
- Acknowledging errors without making excuses or pointing fingers.

#### **Analytical Thinking**

- Notices discrepancies and inconsistencies in available information.
- Identifies a set of features, parameters, or considerations to take into account, in analysing a situation or deciding.

#### **Attention to Detail**

- Ensures information is complete and accurate.
- Follows detailed procedures and ensures accuracy in documentation and data
- Organises and maintains a system of records

#### **Communication**

- Tailors the content of speech to the level and experience of the audience.
- Expresses ideas clearly and concisely.

#### **Flexibility and Adaptability**

- Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- Demonstrates openness to new organizational structures, procedures, and technology.

#### **Fostering Innovation**

- Supports the development of new products, services, methods, or procedures.

#### **Personal Credibility**

- Respects the confidentiality of information or concerns shared by others.
- Conveys a command of the relevant facts and information.
- Develops a sense of trust between oneself and team members
- Demonstrate willingness to learn from others and from your own mistakes.

#### **Presentation Skills**

- Expresses oneself in a clear, concise manner during individual or group situations
- Presents in a confident and enthusiastic manner when addressing people in a large or small group.
- Demonstrates a sound knowledge of the subject matter.

#### **Problem Solving**

- Identifies and defines problems by gathering relevant information and developing practical alternative solutions.
- Identifies many probable causes for a problem.

## Knowledge, Experience, Qualifications & Skills

### Essential

- Bachelor's degree in Statistics, Computer Science, GIS, or a related field.
- At least 2 years' experience supporting and administering GIS platforms and spatial data in an enterprise environment (for example ArcGIS).
- Understanding of location intelligence, including its importance to local government and its use across digital solutions.
- Knowledge of GIS data modelling, database management, and spatial data infrastructure (SDI) principles.
- Strong understanding of spatial data concepts, coordinate systems, projections, and data formats.
- Familiarity with programming languages and scripting tools commonly used in GIS, such as Python, R, or SQL.
- Excellent communication skills, with the ability to convey technical information to a diverse audience.
- Current driver's licence.

### Desirable

- Spatial analysis skills to identify patterns and trends and provide practical insights for decision-making.
- Working knowledge of the Esri platform (ArcGIS Pro and ArcGIS Online and/or ArcGIS Enterprise).
- Experience with data management, including database design and preparing data from structured and unstructured sources.
- Experience providing user support, including troubleshooting and guidance.

### Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

### Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.