

# JOB DESCRIPTION

<b>Position:</b>	GIS Specialist	<b>Department:</b>	Corporate Services
<b>Reports to:</b>	IT Manager	<b>Date:</b>	June 2026

## Purpose of position

The GIS Specialist is responsible for leading the management, development, and continuous improvement of council's spatial data, GIS products, and services.

This role ensures GIS capability remains relevant, reliable, and aligned with organisational needs, while providing technical expertise, training, and leadership across Council. The position also plays a key role in promoting innovation by assessing and adopting emerging GIS technologies and best practices.

## Key Accountability Areas

1. Data Management
2. GIS Products and Services
3. GIS Leadership and Capability
4. Health and Safety
5. Civil Defence
6. Other Duties.

## Accountabilities

### 1. Data Management

#### Key Outcomes

- Maintain Council's core GIS datasets to ensure they are accurate, secure, reliable, and fit for purpose
- Design, build, and maintain integrations and automated workflows between GIS and internal and external systems
- Support mobile and web based GIS data capture, visualisation, and analysis capabilities
- Ensure GIS data and processes meet organisational standards for quality, consistency, and documentation
- Work with internal teams and external providers to resolve data quality issues and improve data management practices

#### Performance Indicators

- GIS data is maintained in a consistent and systematic manner across systems
- Spatial data is accurate, reliable, and readily accessible for operational and strategic use
- Data quality standards and documentation requirements are consistently met
- Integration and automation processes operate effectively and support business needs
- Data supplied by internal and external sources meets required standards

### 2. IS Products and Services

#### Key Outcomes

- Design, build, and administer GIS maps, applications, and dashboards using ESRI tools
- Consult with business units to identify, document, and deliver GIS requirements
- Develop and maintain public facing GIS maps, applications, and data services
- Administer SDC's ArcGIS environment including web services, applications, and user access
- Maintain the GIS service catalogue and manage product lifecycle activities

#### Performance Indicators

- GIS products and services meet business needs and are fit for purpose
- Internal stakeholders are satisfied with the quality and usability of GIS outputs
- Public facing GIS services are accessible, reliable, and meet data sharing requirements

- GIS systems and services are maintained with minimal disruption
- GIS products remain current, relevant, and aligned with organisational priorities

### 3. GIS Leadership and Capability

#### Key Outcomes

- Train other GIS users in use of software and tools.
- Give assistance to and collaborate with the Corporate IT team and other departments.
- Serve as the GIS point of contact on discipline specific GIS and related matters within Council.

#### Performance Indicators

- Provide training and support to staff in the effective use of GIS tools and services
- Contribute GIS expertise to organisational projects and initiatives
- Promote the use of spatial data to support informed decision making
- Provide technical guidance to the Asset Team GIS Technician
- Evaluate emerging GIS technologies and support their adoption where appropriate

### 4. Health & Safety

*Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.*

#### Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

#### Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

### 5. Civil Defence

#### Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

#### Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

### 6. Other Duties

#### Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

## Council GIS/Asset Management Software

- GIS Software
  - ArcGIS Pro
  - ArcGIS Server \ Enterprise
  - ArcGIS Online
  - Local Maps
- FME Form
- FME Flow

## Discretionary Decision Making

As per Council's Delegation's Policy.

## Principal Relationships

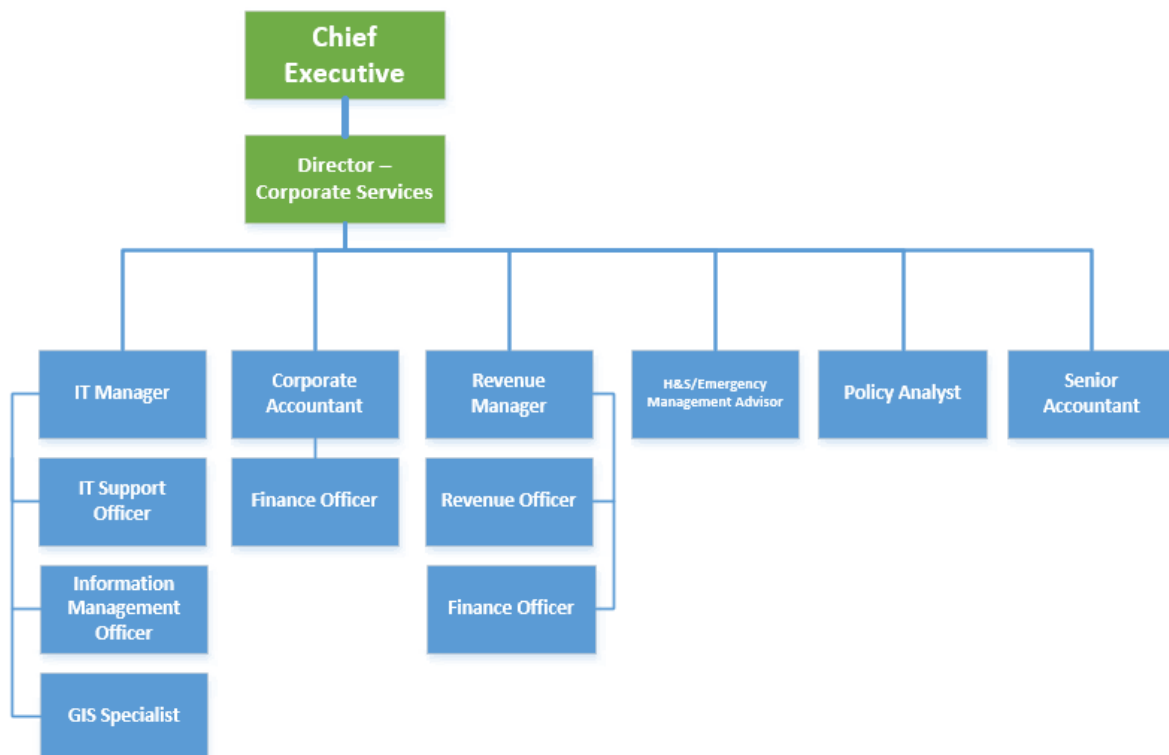
### Internal

IT Staff  
GIS systems Users  
Asset Managers  
Management Team  
All Staff

### External

Public  
Local and Territorial Authorities Consultants  
Contractors  
External Service Providers

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Tertiary qualification and/or equivalent experience in a relevant discipline.
- Up to 5 yrs experience within an Asset Information/ GIS Analyst role or similar position working for a council or similar organisation.
- Current and valid New Zealand Driver License.

### Job Knowledge

- Expertise in Council GIS Software and Systems described above.
- Proficiency in the use of Microsoft Office Software

- Basic Knowledge in Microsoft SQL
- Understanding of project management principles and practices.
- Experience with a Council Corporate ERP Database System (Civica - Authority) (Desirable).
- Te Ao Māori – Understand Council's responsibilities under the Treaty of Waitangi and be respectful of Te Ao Māori practices.

**Key Competencies**

- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Communication – communicates clearly and concisely when seeking or providing information and produces clear written and well formatted reports which have clear recommendations for action.
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done. A self-starter who is methodical and well organised.
- Teamwork - demonstrates an ability to work well in a team.