

POSITION DETAILS

TITLE	Geospatial Assistant
REPORTS TO	Team Leader Geospatial
LOCATION	Whakatane District Council Civic Centre
DATE	Feb 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

To perform addressing and parcel maintenance tasks to ensure Council records are kept up to date and to support Council staff through the collection of geospatial data and creation of effective location-based decision-making products, such as maps, reports , and tables.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	Ensure the best interest of the organisation are represented at all times and Council values are reflected in behaviours and professional delivery of role.
STREET/RURAL NUMBERING	Street and rural numbers are maintained and verification processes implemented to maintain data integrity Maintain Parcel module in ERP
GEOSPATIAL	Produce accurate GIS maps/cartographic products within agreed timeframes Update and maintain Council geospatial data Verification processes implemented during updates and maintenance to ensure a high level of corporate data integrity Provide training and support to Council staff in basic use of GIS software (Geocortex and ArcGIS) and basic tasks required to derive corporate information from GIS datasets Continuously review systems and processes and identify improvements
RELATIONSHIP MANAGEMENT	Effectively manage and maintain internal and external relationships in alignment with WDC's values Ensure key stakeholders and customers receive high quality responses that consistently reflect Council's objectives to promote the Whakatāne District. Observe cultural protocols to support initiatives including participation in departmental and corporate projects.

HEALTH, SAFETY AND WELLBEING	Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled. Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions. Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments and investigations. Regularly attend Health and Safety training, ensuring certification is current, as required. Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.
ADDITIONAL DUTIES	Assist with emergency management events as instructed and attend relevant training in Civil Defence as required. Complete other duties that may be required, in agreement with the line Manager.

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
- Public - Contractors/Consultants - Other service providers	- Council Elected members - All staff

PERSON SPECIFICATION

QUALIFICATIONS	School Cert (or equivalent) with Maths, English essential Relevant Tertiary qualification desirable
EXPERIENCE	Knowledge of GIS theory, application, spatial information processing, geospatial data processing tools and cartographic concepts, especially using Esri products is desirable 1+ years' experience in GIS or ICT related field
KNOWLEDGE, SKILLS AND ATTRIBUTES	• Excellent Customer Service focus • Excellent attention to detail • Strong time management • Demonstrated initiative • Can work unsupervised • Exceptional interpersonal skills • Highly proficient in MS Suite and other software

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date



OUR VISION AND VALUES

*Tō tātau matakiteinga
me ngā wāriutanga*

OUR VISION *Ngā matakiteinga*

 **Better Together**
Toitū te Kotahitanga

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

**We put people at the
heart of everything we do**
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as one team
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning
and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about
our environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate
and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together