

POSITION DESCRIPTION

Position Title:	GIS Analyst		
Reporting to:	National FM Lead		
Date created:	22 nd July 2022	Date last updated:	9 th September 2023
Direct reports:	0	Location:	Ōtautahi (Christchurch)

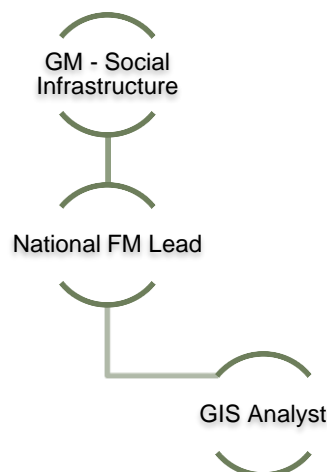
About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to *enhance the wellbeing of our communities* through our shared values of **We Discover**, **We Deliver**, and **We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). 700 of these kaimahi work within Citycare Property with an additional 200 employed by its subsidiary, Spencer Henshaw.

Primary Focus | Te Arotahi Matua

The GIS Analyst will play a crucial role in collecting, managing and analysing geospatial data for a variety of projects and customers. Work with Citycare Property's GIS Technical Lead / Architect to identify opportunities and implement GIS solutions to add value across Citycare Property's products and services.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Field Data Collection	<ul style="list-style-type: none"> Conduct field surveys and data collection using GPS equipment, mobile devices, and other GIS tools. Gather geospatial data related to environmental, infrastructure, or land-use projects. Ensure data accuracy, completeness, and quality during data collection. Collaborate with project managers and GIS analysts to plan and execute field data collection activities. Follow safety protocols and guidelines while working in the field
GIS Mapping and Analysis	<ul style="list-style-type: none"> Create and update digital maps using GIS software (e.g., ArcGIS, QGIS). Perform spatial analysis, including data overlays, buffer analysis, and spatial queries. Generate reports and visualisations based on GIS data to support project objectives
Asset Management	<ul style="list-style-type: none"> Keep GIS asset database and model well maintained

	<ul style="list-style-type: none"> • Seek improvements to current data models based on industry standards and recommended practices • Capture and maintain asset variation during the asset lifecycle to provide the operational team with accurate and up-to-date data information • Provide support in GIS data integration in contract setup
GIS Solution Development	<ul style="list-style-type: none"> • To continually look to improve GIS-related services and look for opportunities to utilise GIS solutions within the business • To develop, test & document solutions against the technical specifications, non-functional and functional specification which meets project requirements • To work with stakeholders and team members to set the delivery estimates for the development and documentation of given project deliverables • To develop and deliver the solutions, documentation, and training material of appropriate quality to fulfil the requirements of a given project and ensure ease of adoption across the business
Operational GIS	<ul style="list-style-type: none"> • Provide day-to-day technical expertise to meet all end-user, data functional and administrative requirements • Assists staff in obtaining information through a combination of training and support of GIS software packages • Analyse and resolve project issues in a timely and accurate manner • Search, locate and transfer digital information to conduct reviews/audits • Produce reports as required to support Citycare Property to meet key outcomes
Good Kiwi Company	<ul style="list-style-type: none"> • Leads the High5 priority of being a Good Kiwi Company and ensures that the business unit is honouring Te Tiriti o Waitangi and invested in thriving local communities and sustainable practices. • Adheres to all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to Citycare Property's expectations. • Leads the implementation of any sustainability and environment initiatives with the business unit. • Leverages the centralised support for community partnership activities and endeavours to make them fit for purpose, where appropriate.
GPS Equipment Maintenance	<ul style="list-style-type: none"> • Maintain and calibrate GPS equipment and other field data collection tools. • Troubleshoot technical issues in the field and perform minor repairs or adjustments.
Communication	<ul style="list-style-type: none"> • Ensures the National FM Lead is kept informed of incidents or issues as they arise. • Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. • Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely and supports the best interests of the business.
Relationships	<ul style="list-style-type: none"> • Quickly establishes credibility and respect and build strong working relationships with Managers. • Solves both operational and strategic issues through a pragmatic and commercially sound approach. • Develops and support team members, be quick to identify and problem solve any issues. • Inspires confidence of senior Managers through timely delivery of information. Works independently but consults where appropriate. • Demonstrates ability to develop and maintain effective networks and key relationships.
General	<ul style="list-style-type: none"> • Ensures compliance with approved Citycare Property's policies, plans and programmes. • Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role. • Undertakes all other duties as reasonable required from time to time.

Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.
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Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsibility for	<ul style="list-style-type: none"> Be personally responsible for their own and others' Health, Safety and Wellbeing at work. Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with the Health, Safety and Wellbeing procedures. Always establish and insist upon safe methods and safe practices. Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All Managers are personally accountable for	<ul style="list-style-type: none"> For the Health, Safety and Wellbeing performance for work areas over which they have control. For their continued management competence in Health, Safety and Wellbeing. By ensuring that all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. Ensure all Health, Safety and Wellbeing requirements are always adhered to. Appropriately manage overall Health, Safety, Environment and Wellness. Ensure that work is performed in a safe manner and in a safe environment. Ensure all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.

Qualifications | Ngā Tohu Mātauranga

Ideal	<ul style="list-style-type: none"> Relevant tertiary qualification
Essential	<ul style="list-style-type: none"> NCEA Level 2 or equivalent Relevant GIS qualification

Experience | Ngā Pukenga

Ideal	<ul style="list-style-type: none"> Cartography design GIS Solution Design / Development GIS system administration in terms of file management Asset Management Systems including ability to identify root cause and provide solutions Good knowledge of spatial data structures Excellent knowledge of GIS software such as ArcGIS Pro, Enterprise and Online. Automation (FME Desktop & Server, Python Scripting, Notebook, JIRA).
Essential	<ul style="list-style-type: none"> Strong communication skills (verbally and in writing) and take a positive approach when working with the operational workforce, office-based staff and clients High degree of accuracy, timeliness and attention to detail when capturing information and moving between different tasks Able to remain calm and focused under pressure Ability to work as part of a team Demonstrated problem solving skills Advanced user of Word, PowerPoint, Excel, and Outlook.

- Excellent written and verbal communication skills.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Property kaimahi including: <ul style="list-style-type: none"> ○ National FM Team ○ Wider Social Infrastructure Team ○ Delivery manager ○ Operational managers ○ Contract managers ○ Operational staff ○ Health & Safety team ○ People team
External	<ul style="list-style-type: none"> • Specialist external consultancies and provider. • Professional bodies. • Industry stakeholders. • Other miscellaneous stakeholders and supplier

Disclaimer | Te Whakakape

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Signed by the Employee:

Date:

Signed on behalf of Employer:

Date:

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.