

Data & Geospatial Specialist

Purpose | Te arotahi mātua

The Data & Geospatial Specialist is responsible for working collaboratively and cohesively within the Data & GIS team, combining technical expertise in data and geospatial analytics with a commitment to high-quality customer service.

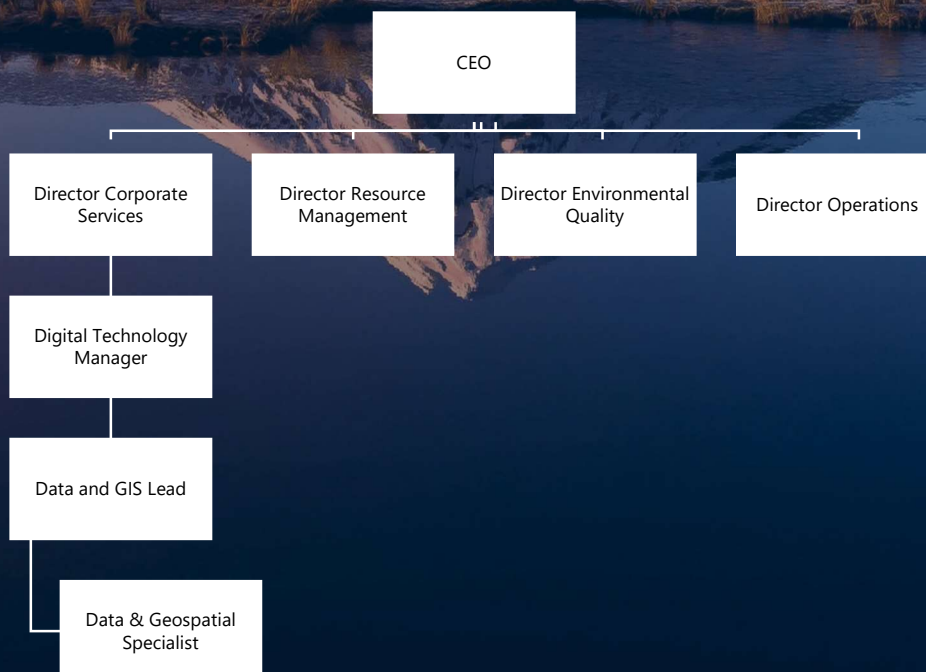
This role supports staff across the organisation by developing, inspecting, and managing datasets within MS SQL, and ESRI Geodatabases, and delivering reliable data and GIS services. Working collaboratively, the Data & Geospatial Specialist ensures that data and geospatial systems operate effectively, in line with the Digital Technology Strategy and Roadmap.

Key responsibilities include delivering customer-focused support, assisting users in data access and interpretation, and enhancing the organisation's capacity for data-driven decision-making. By prioritising data quality, operational efficiency, and service excellence, the Data & Geospatial Specialist contributes to achieving successful outcomes across the organisation

Role dimensions | Te ahu mahi

Responsible to: Data and GIS Lead
Responsible for: Nil
Primary location: Stratford, although travel may be required as part of duties
Position grade: 14

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

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| Data Stewardship and Quality Management | <ul style="list-style-type: none">• Serve as the technical steward for organisational data, managing data quality, integrity, and accuracy across systems with a focus on SQL-based data management and quality control.• Use SQL and other tools to create, review, and refine data management processes, ensuring data structures and workflows are optimised for consistency, accessibility, and accuracy.• Support GIS functions by ensuring that geospatial data is effectively managed, accurate, and meets quality standards, providing basic GIS support, including geospatial data troubleshooting and limited analysis when required. |
| Documentation and Process Development | <ul style="list-style-type: none">• Develop and maintain robust documentation for data management practices, SQL workflows, and GIS data processes, ensuring transparency and continuity across data operations.• Establish and promote data stewardship standards, ensuring processes and workflows are well-documented and accessible to relevant stakeholders. |
| Customer Support and Enquiries | <ul style="list-style-type: none">• Provide responsive, customer-focused support for internal users, assisting with data queries, reporting needs, and data access requirements. Additionally, support GIS users on geospatial data queries and GIS functionality as needed.• Collaborate with stakeholders to interpret their data needs, ensuring solutions are delivered promptly and meet specified requirements. |
| Skills and training | <ul style="list-style-type: none">• Maintain professional and technical knowledge personally through continued education, online/in-person training and attendance of educational workshops, reviewing professional publications, networking and participation in professional industry groups |
| Strategic development | <ul style="list-style-type: none">• Contribute to the successful delivery of the Digital Technology Roadmap by ensuring that data management strategies align with organisational goals and support data governance principles.• Advise on data governance initiatives and support data-driven decision-making across the organisation by identifying and implementing best practices for data stewardship.• Keep current with developments in data stewardship, SQL, and GIS technologies, recommending and implementing tools and methodologies that improve data quality, accessibility, and governance.• Champion data as a strategic asset and advocate for best practices in data management, ensuring organisational data is trusted, accurate, and readily available for organisational needs |



Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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| Qualifications | <ul style="list-style-type: none">• A Bachelor's qualification in Data Management, Computer Science, GIS, or a relevant field.• Industry certifications in SQL, data governance, or data management are preferred. |
| Experience | <ul style="list-style-type: none">• At least three years of experience in a data stewardship, data management, or GIS-related role.• Demonstrated technical and practical proficiency in SQL, data quality management, and data governance practices.• Proven experience building and maintaining effective relationships with a wide range of internal and external stakeholders and securing their cooperation. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Strong SQL skills for data extraction, transformation, and quality assurance.• Proficiency in GIS for geospatial support, including geospatial data analysis and basic map production, with a strong emphasis on accuracy and attention to detail.• Competence in data documentation and maintaining data stewardship standards across systems.• Ability to interpret and communicate complex data concepts to non-technical stakeholders, using clear written and verbal communication skills.• Solid project management skills or relevant experience managing data-related tasks and priorities.• Sound analytical and problem-solving abilities, with a detail-oriented approach.• Ability to prioritise tasks, multitask, think laterally, and self-manage to meet deadlines.• Experience in training others and effectively explaining complex concepts in a clear, accessible manner.• Ability to respond efficiently to urgent data requests and adapt to changing data needs |
| Knowledge | <ul style="list-style-type: none">• Comprehensive knowledge of SQL, data governance principles, and best practices for data quality management.• Familiarity with geospatial tools, especially the ESRI suite (ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online).• Working knowledge of Python for data processing and basic scripting tasks is advantageous. |

- Knowledge of FME (Feature Manipulation Engine) or equivalent data transformation tools is beneficial.
- Understanding of data management, data governance, and basic project management principles.

Personal attributes

- Self-motivated and well organised to meet deadlines
- Adaptable
- Strong initiative
- A can-do attitude
- Self-awareness
- Customer first mentality – Drive to put the customer at the centre of everything they do
- Growth mindset – Able to self-reflect, challenge the status quo and grow



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - All Digital Technology team members.

- External**
 - Other Regional/District Councils
 - Crown Research Institutes
 - Industry representatives
 - Iwi/hapū

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment