# GIS Specialist - Projects

Purpose | Te arotahi mātua

The GIS Specialist - Projects role is central to delivery of a comprehensive upgrade to the Geographic Information Systems (GIS) infrastructure at Taranaki Regional Council. This role involves applying advanced technical expertise to modernise the council's GIS platform, enhancing its performance, scalability, and reliability. The GIS Specialist will work closely with internal IT teams and external vendors to assist in the implementation of the infrastructure upgrade, ensuring that the new system meets the council's current and future needs.

As the GIS Specialist (Projects), you will drive and assist with the technical execution of the upgrade project, from system design, migration of applications through to final deployment and testing. Your role will be critical in delivering a robust and future-proof GIS infrastructure that supports the council's operations and enhances its ability to serve the community.

Role dimensions | Te ahu mahi

Responsible to: Digital Project Management Office Lead
Responsible for: Nil
Primary location: Stratford but may be required to travel throughout the region

Organisational context | Te horopaki whakahaere
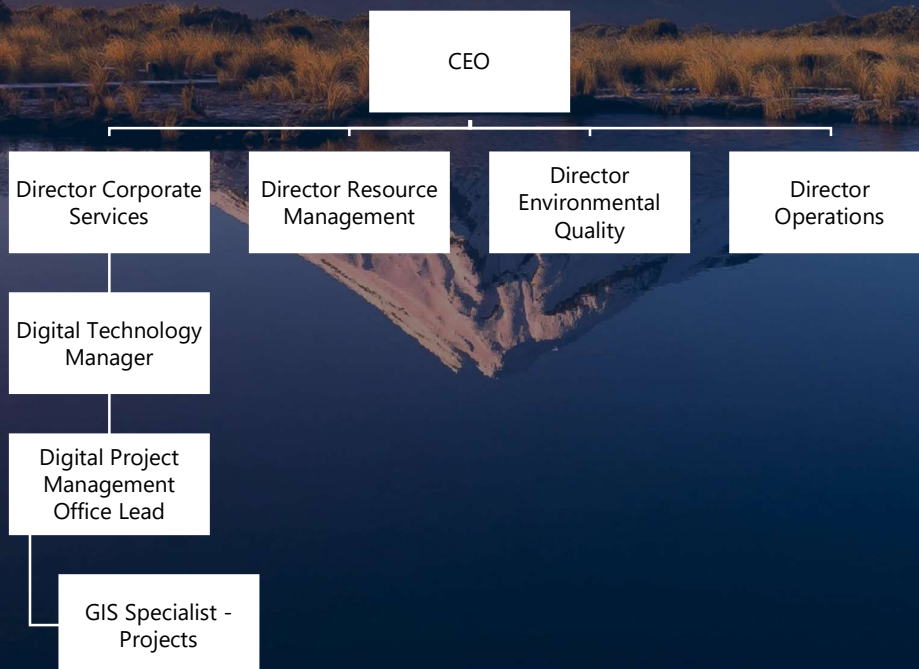
Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

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.

Technical Skills	• Provide technical advice for the GIS infrastructure upgrade project, including configuration, and deployment of new hardware and software systems. • Oversee and assist with the migration of existing GIS data and applications to the upgraded infrastructure, ensuring data integrity, accuracy, and minimal disruption to ongoing operations. • Assist with the migration of data and systems onto the new GIS Infrastructure.
Project Management	• With the Project Manager, collaborate with IT teams, GIS staff, and external vendors to execute and update the project plan for the GIS infrastructure upgrade, including timelines, migration of data, resource allocation, and risk management strategies. • Coordinate project activities, ensuring alignment with organisational goals and compliance with industry standards and best practices. • Work with the Project Manager to provide regular project status updates to senior management, highlighting progress, challenges, and any adjustments to the project plan. • Undertake the post-implementation review, identifying lessons learned and opportunities for further improvements
System Design and Integration	• Work with internal IT teams and external vendors to implement a scalable and robust GIS infrastructure that meets the current and future needs of the Taranaki Regional Council. • Ensure seamless integration of the upgraded GIS infrastructure with existing IT systems, databases, and workflows.
Performance Optimisation	• Evaluate and optimise the performance of the new GIS infrastructure, addressing any issues related to system speed, reliability, and security. • Implement monitoring and maintenance protocols to ensure the ongoing efficiency and stability of the upgraded infrastructure.
Stakeholder Engagement and Support	• Work closely with internal stakeholders to understand their GIS needs and ensure that the upgraded infrastructure meets their requirements. • Work with internal IT teams to provide training and support to GIS users on the new infrastructure, ensuring they are equipped to leverage its full capabilities.

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Testing and Documentation	• Develop and execute a comprehensive testing plan to ensure that all components of the upgraded GIS infrastructure function as expected. • Identify and resolve any technical issues that arise during the testing phase, ensuring the system meets the council's quality standards. • Prepare detailed documentation for the new GIS infrastructure and applications, including system architecture, configuration settings, and user guides
Skills and training	• 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.

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 polices 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

Qualifications	• Bachelor's degree in Geography, Geospatial Science, Information Technology, Computer Science, or a related field. • Postgraduate qualification in GIS or IT infrastructure (desirable). • Professional certifications in GIS (e.g., GISP) or IT infrastructure (e.g., ITIL, PMP) (desirable).
Experience	• At least five years' proven experience in a GIS role, with a strong focus on infrastructure management and upgrades. • Demonstrated experience in planning, managing, and delivering GIS infrastructure upgrade projects. • Extensive experience with ESRI's ArcGIS Enterprise platform, and a deep understanding of spatial databases, data migration, and system integration. • Experience working closely with IT teams and external vendors to ensure the seamless integration and optimisation of GIS infrastructure.
Skills	• 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. • Advanced proficiency in GIS technologies, including software, hardware, and data storage systems. • Strong programming and scripting skills relevant to GIS (e.g., Python, SQL) with experience in automation. • Excellent project management skills, with a proven ability to deliver complex projects on time and within budget. • Exceptional verbal and written communication skills, capable of conveying complex technical concepts to non-technical stakeholders. • Ability to relate to a diverse workforce. • Excellent interpersonal skills, including the ability to train others. • Ability to think laterally, multitask, prioritise and self-manage. • Sound analytical and problem solving skills. • Attention to detail and good time management.
Knowledge	• Comprehensive knowledge of ESRI suite of products, including ArcGIS Pro, ArcGIS Enterprise and ArcGIS Online. • Comprehensive knowledge of Python and SQL • Comprehensive knowledge of FME • Comprehensive understanding of Project management principles and practice.
Personal attributes	• Strong analytical thinking and problem-solving abilities, with meticulous attention to detail. • Ability to drive projects to successful completion. • Adaptability to changing project requirements and emerging technologies, with a focus on continuous improvement.

- Commitment to professional development and staying current with industry advancements.
- Ability to work independently and collaboratively, managing multiple priorities in a fast-paced environment.
- Customer first mentality – Drive to put the customer at the centre of everything they do
- Growth mind-set – 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
- Other interested parties (Iwi, Department of Conservation etc.)
- IT vendors
- Service providers

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.
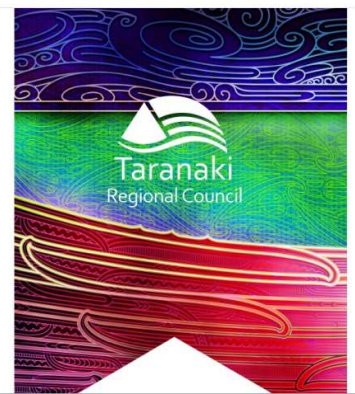
## Our health and safety | Tō tātou Hauora me te haumaru

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:

1 The safety of our people and the communities in which we operate always comes first.

2 We are all empowered and expected to challenge any unsafe situation at work.

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
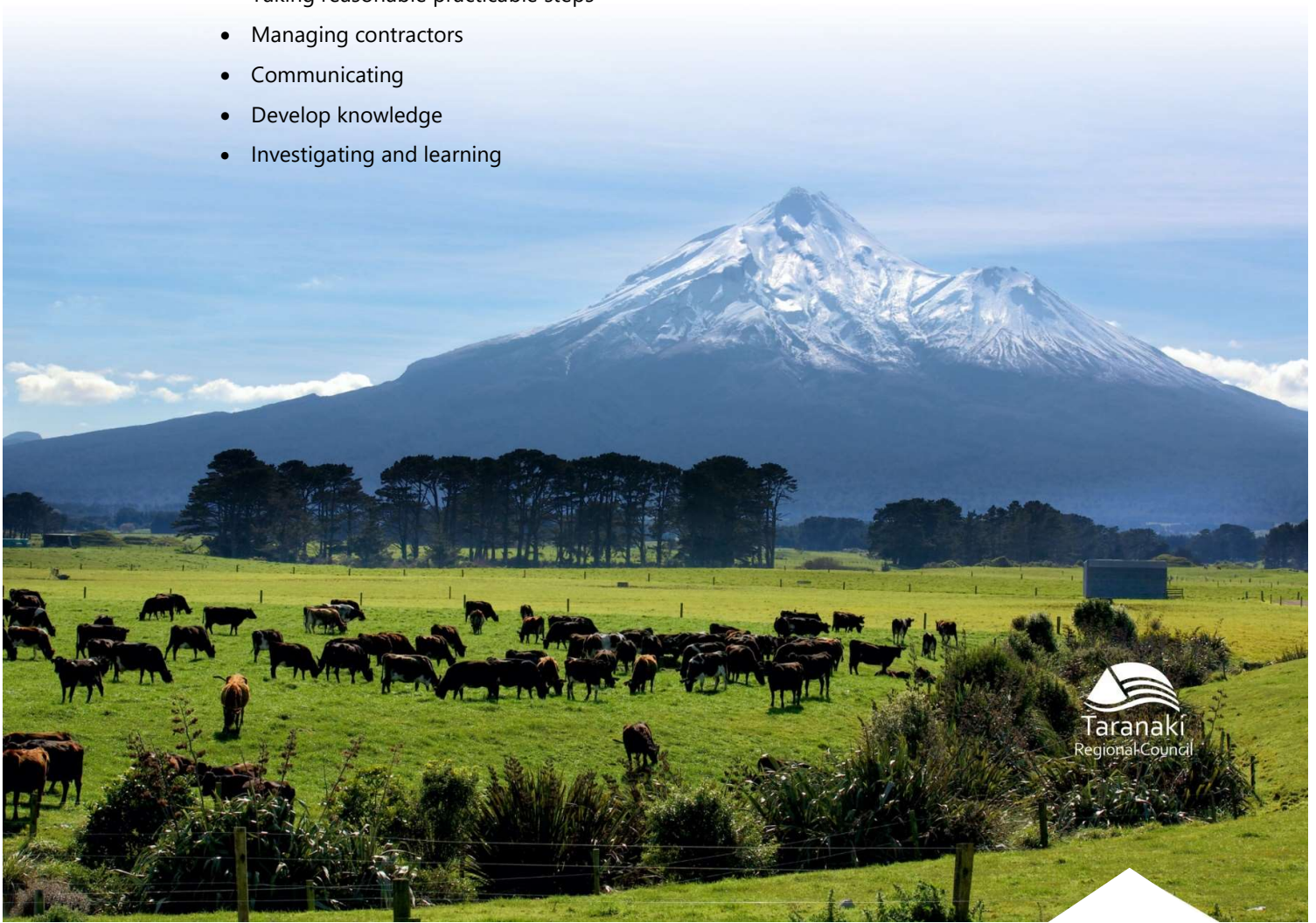
He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	• Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	• Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	• Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	• Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	• Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	• Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	• Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment