

Position Description

Position Title

Geospatial Analyst

Location

Rangiora Service Centre

Contract Type

Fixed

Date

September 2026



Department

Finance & Business Support



Unit

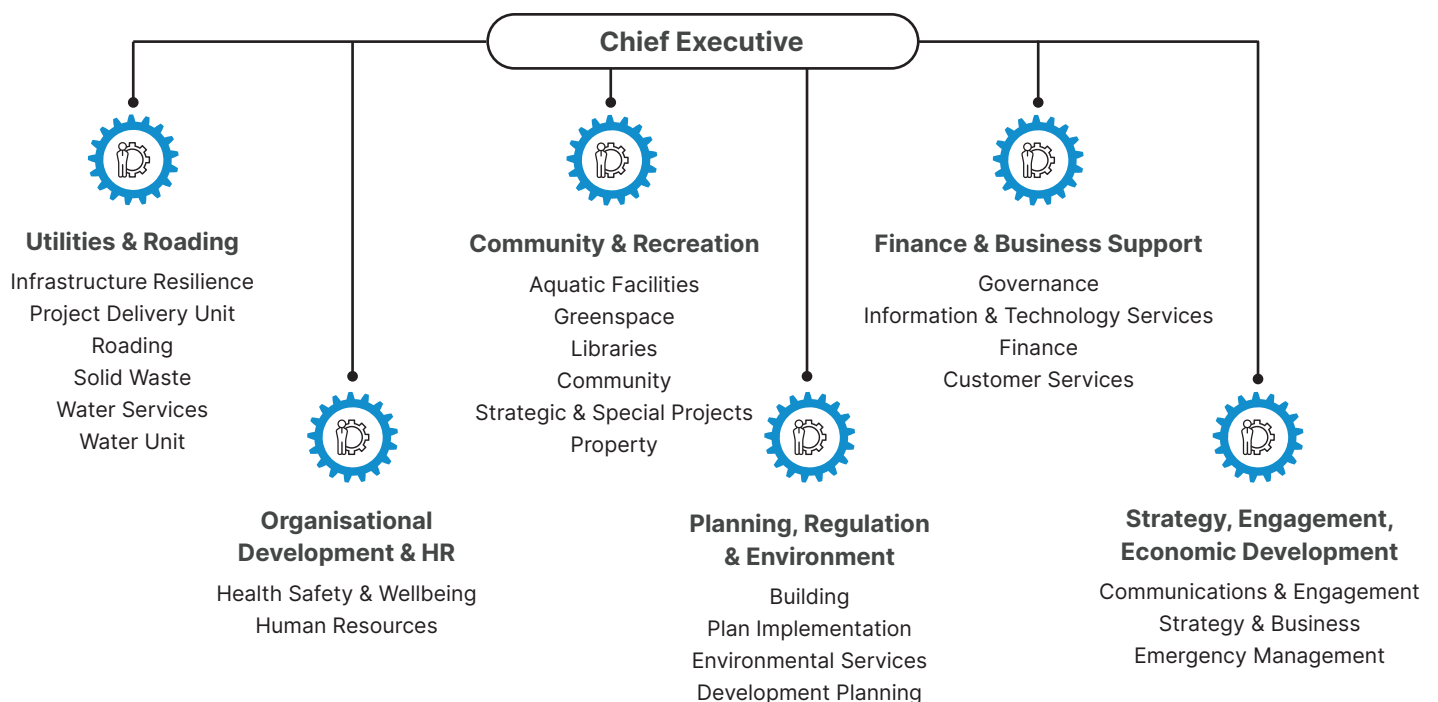
Information & Technology Services



Team

Geospatial

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

Configure, develop, maintain and support Council's geospatial applications, spatial data, and related systems to meet business needs, enhance service delivery, and align with industry best practices, standards and organisational objectives.

Provide spatial analysis, data management, visualisation, and problem-solving expertise to support operational and strategic decision-making across the organisation. Apply independent judgement, critical thinking and initiative to identify opportunities for improvement and deliver practical geospatial solutions.

Contribute to the planning, design, implementation and continuous improvement of geospatial projects, systems, and services, supporting our annual work programme and organisational priorities.

Key Relationships

Responsible to

Geospatial Team Leader

Responsible for

Nil

Internal

Geospatial team; Information & Communications Technology Services Team; Business and Technology Solutions Team; Information Management Team; Chief Information Officer; Other Council staff as required.

External

Councillors and Mayor; Customers / Ratepayers; Contractors, Consultants and Vendors; GIS Data and Aerial Photography Suppliers; Other Councils (Regional and Local); Other Government agencies such as Land Information NZ; Industry working groups.

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

If yes, is this role responsible for that budget? ☐ Yes ☒ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☐ No

If yes, does this role fall under the Children's Act 2014? ☐ Yes ☐ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Configure, maintain and support geospatial solutions and applications that meet agreed business requirements, deliver reliable services, and comply with geospatial best practices and standards and technology frameworks.

Provide timely, accurate and insightful spatial analysis, modelling, visualisation, mapping and data management services that meet business requirements and support evidence based decision-making across the organisation.

Contribute to the delivery of geospatial projects and business initiatives that improve services, business processes, data quality and organisational outcomes.

Ensure geospatial data and metadata are created, stored, validated and managed in accordance with agreed standards, legislative requirements and recognised geospatial best practices.

Ensure geospatial data is appropriately protected and that all security, copyright, licensing and data use requirements are understood and adhered to.

Build effective relationships with stakeholders to understand business requirements and deliver practical geospatial solutions that meet customer needs.

Measure (successful when)

Geospatial solutions and applications are configured and maintained in accordance with Council standard, security requirements and industry best practices.
Staff have access to reliable geospatial applications, tools and data that effectively support business processes and decision-making.
Positive user feedback regarding the quality, usability, and value of geospatial services and solutions delivered.
Solutions are delivered in accordance with agreed scope, requirements, quality standards and timeframes.

Spatial and data analysis, mapping and reporting requests are completed using sound methodologies and documented.
Outputs are accurate, fit for purpose, and meet agreed customer requirements.
Positive stakeholder feedback is received on the quality and usefulness of analysis and outputs.

Opportunities to improve processes, data, or analytical methods are identified and implemented where appropriate.

Project deliverables are completed in accordance with agreed scope, quality standards and timeframes.
Effective working relationships are maintained with project stakeholders and vendors.
Implemented solutions achieve agreed business outcomes and benefits.

Geospatial data and metadata are maintained in accordance with agreed standards and procedures.
Appropriate validation and quality assurance processes are applied to ensure data accuracy, completeness, and integrity.
Metadata is maintained and kept current for managed datasets.
Security, copyright, licensing, and data sharing requirements are complied with at all times.
Data quality issues are proactively identified, investigated, and addressed in a timely manner.
Spatial datasets are organised and managed to support accessibility

Strong working relationships are developed and maintained with stakeholders.
Stakeholders receive timely, professional, and customer-focused support and advice.
Positive stakeholder feedback is received regarding communication, responsiveness, and service delivery.
Opportunities to improve business processes and outcomes through the use of GIS are identified and communicated.

Key Result Areas Continued

KPI (area of responsibility)

This role will support Emergency Management and may include participating in the 24/7 roster during an event.

Measure (successful when)

Emergency Management has access to GIS capability (including technology, data and information) that supports their needs.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Graduate Dip Level 7, General Deg OR equiv level of knowledge

Specifications and/or further information:

A tertiary qualification in a relevant discipline Geospatial, GIS, Geography etc and/or equivalent level of learning gained through experience.

Knowledge/Experience

Minimum requirement for the role:

2-3 years

Required to draw on skills and experience related to specific activities, equipment, or work practices.

Further information:

2 - 3 years experience in a GIS or similar role, preferably within Local Government. Proven experience with ESRI ArcGIS suite. Experience with one of more : SQL and database concepts; scripting or process automation; integrations with business systems and API's; Enterprise GIS platforms would be an advantage.

Attributes

A positive and helpful attitude.

Open to feedback/reflection in order to continue growing skills and knowledge.

Adaptable to changing situations and able to reorganise work accordingly.

Able to show an organised and logical approach to work.

Able to work independently, as well as part of a team.

Pro-active, innovative and focused on continuous improvement working with a solutions-focused mindset while ensuring activities are delivered to a high standard and within agreed time frames.

Great team member and able to relate to a diverse range of people.

Skills

Ability to handle confidential or controversial information with discretion and professionalism.

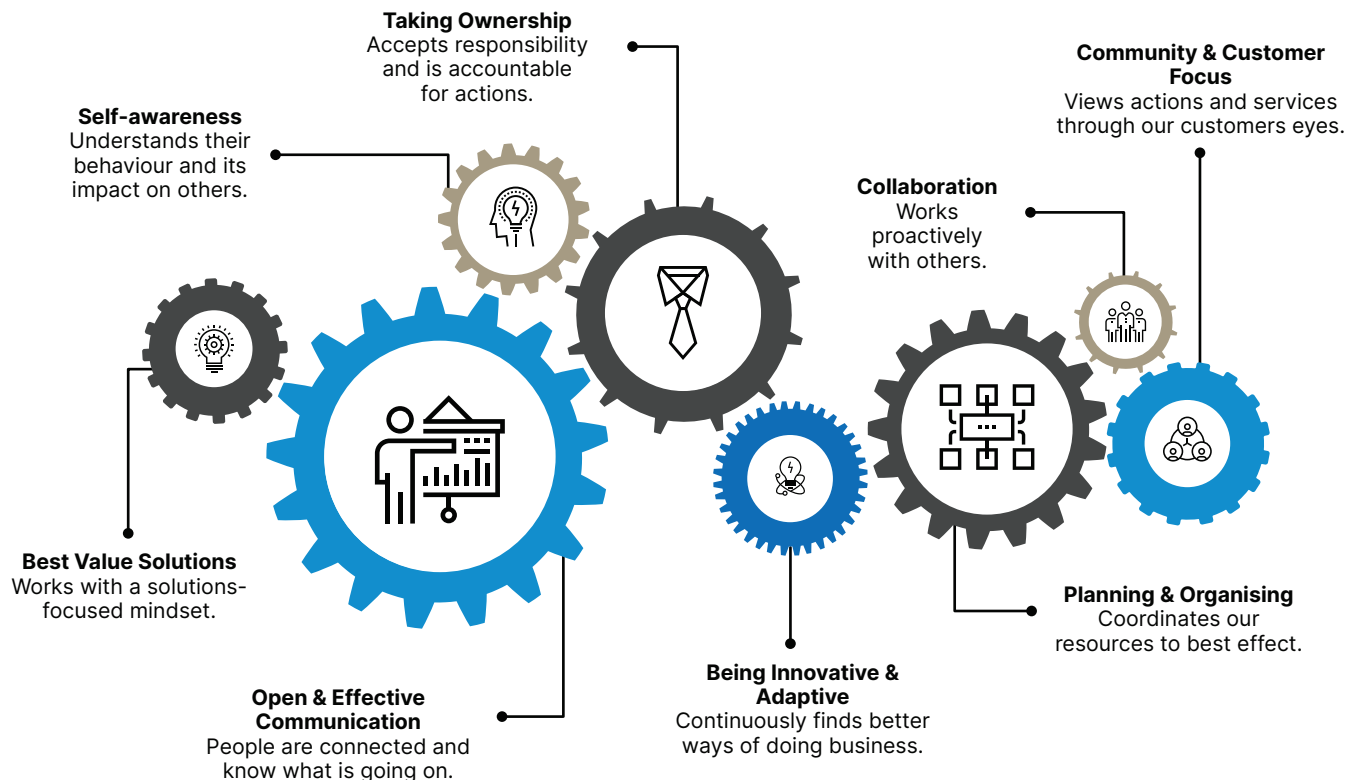
Strong presentation, written and verbal communication skills with a high level of accuracy.

Accurate and concise record keeping and documentation skills, with a strong attention to detail.

Strong analytical and problem solving skills, critical thinking and attention to detail and processes.

Self-motivated with effective time management and organisation skills.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Andy Kellier

Date

5 October 2026