Role Description

Date of last review: July 2015

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| Title and Band: | Geospatial Internship  Band # | Vacancy No: | #### |
| Location: | National Office, Wellington and Christchurch Office | Manager’s title: | Geospatial Services Manager |
| Business Group: | Corporate Services Group | Duration of Fixed Term: | 14 weeks |

# Context

The Department is the central government agency that is charged with managing New Zealand’s natural, historic and cultural heritage on behalf of all New Zealanders. Our aims include demonstrating the increasing benefit that conservation provides to New Zealanders.

The Department’s vision is that New Zealand is ‘the greatest living space on Earth’. This vision is larger than the Department and encompasses economic and social concerns not just environmental ones. It is based on the assumption that the Department will be successful in engaging all New Zealanders in work that supports healthy, functioning ecosystems.

To be successful, the Department must become more focused on working with others in flexible and innovative ways at less cost. We are skilled in doing conservation work ourselves but we must learn more about how to engage and involve others in the work of conservation. This shift in focus will require people in the Department to work together seamlessly to enable partnerships and grow conservation.

# Our values are

Performance *Whakamanawatanga –* We inspire confidence by delivering conservation outcomes that benefit New Zealanders.

Collaboration *Whakakotahitanga –* We achieve success through relationships based on mutual respect and benefit.

Innovation *Awahatanga* – We find new solutions by building knowledge and sharing expertise, pushing boundaries, and taking calculated risks.

Trust *Whakawhirinakitanga*– We work as one integrated organisation that is reliable and relevant.

Guardianship *Kaitiakitanga* – We create opportunities, and take care of natural and historic heritage for the well-being and prosperity of all New Zealanders.

# Geospatial Services Team

The Geospatial Services Team is responsible for:

* Providing geospatial services to all of the Department.
* Providing business analysis and advice.
* Facilitating and enabling the use of geospatial information to support the Departments’ goals and objectives.
* Creating and enhancing tools used by non-GIS staff to capture and visualise spatial data within the organisation.
* Working collaboratively to ensure that the information and underlying systems used by the Department are interoperable, standards based and that data quality is maintained.
* Ensuring appropriate architectures (e.g. enterprise, technical and information) support DOC needs and maintenance and support of geospatial information systems.

# Purpose of the project

The purposes of the Internship Programme include:

* To contribute to the business unit through the achievement of specific project(s).
* To offer tertiary students with an interest in conservation the opportunity to develop skills and gain experience that complements their course of study.
* To increase the pool of junior geospatial analysts upon which the environmental sector can draw.

You will be part of the Geospatial Services Team based in National Office, Wellington, or Christchurch Office. You will assist in the delivery of day to day geospatial information services to the Department and operational staff and be working on a number of different projects.

# Reason for fixed term

The position is for a fixed term as it is part of the Department of Conservation Internship programme. This provides tertiary students with an opportunity to gain skills and experience in the workplace for a fixed period of 14 weeks during the University summer holidays.

# What you can expect

DOC is a great place to work. You’ll experience life in an organisation that works hard to maintain and improve all that is good about New Zealand’s outdoor environment. You’ll get some good solid work experience in geospatial information management and you will be able to see how your efforts improve DOC’s ability to effectively manage public conservation land. You may have the opportunity to swap locations with the other GIS intern for a week, enhancing your knowledge and understanding of the Departments’ geospatial work at local and national levels.

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Role Accountabilities

| Key Result Areas | Accountabilities | Performance Indicators |
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| Leadership | Use sound judgment to make effective and timely decisions  Identify priorities and spends own time on these priorities  Behave with openness, professionalism and integrity upholding the principles of the Standards of Integrity and Conduct | * Your decisions are seen to achieve the appropriate outcomes and are supportable * Your manager sees you prioritising your work and focusing on the most important activities * You behave in accordance with the principles of the Standards of Integrity and Conduct |
| Collaboration | Builds and maintains collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by:   * Placing strong emphasis on anticipating, identifying and responding to customer/user needs * Monitoring relationships and resolving critical issues promptly * Contributing positively to a high performing, engaged team | * You willingly share ideas, information, good practice and learnings with others to help make them successful. * You are seen as being helpful and proactive when interacting with customers/users * You willingly undertake your share of activities within your team to ensure effective delivery * You maintain good working relationships internally and externally and raise issues with your manager when necessary |
| Functional Area | Information Management:   * Curate geospatial data (quality control) * Provide support on the management and integration of national datasets * Participate in collecting, digitising, analysing, editing and entering GIS and GPS data * Contact agencies and consultants to obtain digital data for use in conservation projects   Develop and improve systems and processes   * Help develop GIS applications and maintain quality control for the Department’s GIS data   Administer systems and processes   * To provide maintenance and support to the GIS enterprise system * To support the business by providing information for ad hoc queries.   Analysis   * Work with clients to clearly identify the business need * Advise and/or provide the necessary information and spatial analysis to meet clients’ requirements * Ensure that quality standards, quality assurance and quality control policies and processes are adhered to   Project Work   * Collaborate with other geospatial agencies * Produce GIS-generated cartographic mapping projects and presentation graphics   Training   * To educate and improve staff understanding of geographic information and promote its benefits * Build maintain and share information, better practice and learnings with others   Contribute within your area of specialty to deliver results that are integrated well into the whole DOC business  Support the implementation of best practice | * You adhere to all reasonable agreed processes and support continual improvement processes. You provide quality assurance checking of data provided by other internal users as appropriate. You maintain metadata on all core spatial data to departmental standards * You provide appropriate advice and participate where opportunities arise * You are proactive in finding ways to improve efficiencies, systems and processes in your area of work * You actively work to develop and improve systems and processes * You engage with the Geospatial Services Team to deliver high quality work * You contribute productively and collaboratively as part of the geospatial team |
| Administration | Comply with organisational systems and processes  Comply with the Department’s Health and Safety policy and guidelines and/or manager’s instructions and take all practicable steps to ensure your own safety and the safety of others in the workplace | * You comply with all mandatory systems * You contribute to improving and streamlining organisational systems * You report all incidents and hazards |
| Learning | Seek and act on learning opportunities to increase effectiveness in role  Demonstrate effective learning as normal practice  Support the learning and development of others | * Your manager can see you learning from experience and you share with others * You are seen to be actively looking for development opportunities to grow your capability |
| Work Management | Complete all duties and responsibilities in accordance with your Performance and Development Plan and as outlined in the work programme  Deliverables reflect the Department’s partnership with tangata whenua and support our functions under Section 4 of the Conservation Act | * Your work plans are delivered and tracked and managers are aware of obstacles to achievement of performance goals * You report progress on deliverables, risks and issues to your manager |

Authorities

You are required to comply with the standard operating procedures of the Department. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions. (Refer to the Intranet for further information).

## Capabilities

| Capability Area | Competencies |
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| Valuing the work of the role | Commitment to Excellence  Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.  Organisation and Role Connection  There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking. |
| Leadership ability | Collaboration  Works co-operatively and collaboratively as a member of a team to accomplish goals and resolve problems. (Team can be defined as an intact work group or inter-disciplinary/ project team.)  Personal Leadership  Builds trust with others; identifies and seizes opportunities to promote the work of the Department. |
| Agile Mind | Analysis and Decision-Making  Engages in thorough analysis through gathering relevant information; sees the ‘whole’ and the complexity of connections (this is a “systems thinking” approach to decision-making); takes into account factual information; develops robust recommendations and makes timely, sound decisions.  Planning and Organising  Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and tracks achievement of key objectives. |
| Emotional intelligence | Communicating Effectively  Conveys information effectively to other people. This includes speaking, writing and listening. This covers formal and informal situations.  Initiative/Innovation  Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organisation’s performance.  Iwi, Stakeholder , Business and Community Focus  Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions /findings made*.*  Personal Effectiveness  Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity), when facing opposition from others or in an uncertain environment.  Self Awareness  Recognises one’s emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times*.* |
| Skilled use of relevant knowledge | Health and Safety Awareness  Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others’ health and safety.  Knowledge Management  Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.  Learning Agility  Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.  Technical Knowledge and Skills  Formal tertiary study or papers in GIS/spatial systems or geography, environmental science, science or relevant subject  Understanding of GIS theory and competence in its application, specifically using ESRI software  Experience in geospatial information analysis and modelling techniques and processes  Competence in standard word processing and spreadsheet software packages  Familiarity with aspects of conservation type processes, research, planning and/or management  Has experience and achievement in oral and written communication  Working with Maori  Engages with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi; demonstrates an understanding of the implications of the Treaty on their work. |

## Relationships

This section describes the expectations and boundaries the project role has with key roles and Groups.

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| Internal groups | |
| The Geospatial Intern is expected to have productive working relationships with: | Other staff within the Geospatial Services Team and the other Shared Services teams, as well as field staff – particularly other GIS users, as well as staff from other natural resources agencies. |

APPROVED:

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| Name: |  |
| Date: |  |