POSITION DESCRIPTION

GIS INTERN

*Last Revision 18 May 2015*

*The Company will periodically review this Position Description in consultation with the appointee and may amend it according to operational and business requirements.*

**PART 1 - OUTLINE OF THE POSITION**

# Date Appointed: TBA on or before 15 July 2015

**Term of Appointment: 6 Months**

**Position Holder: none currently**

**Position Title: GIS Intern**

**Group: GIS – (Wellington)**

**The GIS Technical Team Leader will have overall responsibility for the appointee’s**

**development, duty rotation and convening regular development review meetings.**

**Position Holders Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Leader Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Functional Relationships**

Position requires close liaison with the following customers:

|  |  |
| --- | --- |
| **Internal Customers** | External Customers |
| GIS Account Managers  GIS Team members | Business Customers  Product Suppliers |

**PART 2 - POSITION DIMENSIONS**

**Primary Purpose of Position**

The purpose of this position is to maximise the opportunity to build technical skills with Esri technology and to gain an understanding of the Eagle Technology GIS business.

This is accomplished through a five month programme in the GIS Technical Solutions Team.

It will require the appointee to:

1. To be enthusiastic and willing to learn new skills based on the Esri technology stack
2. To undertake assigned tasks to the best of ability

It will require the appointee and the Company to:

1. To provide regular feedback on development of skills and abilities

**Scope of Position Responsibilities**

1. Responsible for continual growth of knowledge of Esri Technology stack.
2. Responsible for completing assigned tasks, knowing the status and disposition of assigned tasks, and to be able to apprise other members of the GIS Team of their key points accordingly.
3. Responsible for attending and participating in team meetings in order to keep the team apprised of task progress and other issues which arise.
4. Utilise tools and methods that have been implemented within the GIS Team to effectively deliver task outcomes.

###### Personal Specification

1. Enthusiasm for GIS technology and willingness to learn.
2. Thoroughness, multi-tasking, organisational skills, and objectivity are all required personal traits.
3. An appreciation of the value and nature of customer relationships.
4. Effective written and verbal communications skills.
5. Ability to operate both autonomously and within a group.
6. Be self motivated and be able to problem solve and think logically and analytically.

**Technical skills**

1. Familiarity and understanding of Esri Technology stack.
2. Experience in using business computer applications (e.g. spreadsheets, word processors and presentation software).
3. Willingness to contribute to documentation.

**Non Technical Skills**

Ability and desire to:

* Be pro-active in maintaining knowledge of GIS & software development technology and advances in the use of same.
* Have a clear focus on service, aim to achieve customer satisfaction.
* Communicate effectively in written and verbal forms.
* Grasp responsibility, take ownership of tasks and ensure completion of commitments.

**PART 3 - SUMMARY OF KEY RESULT AREAS (detailed in part 4)**

|  |  |
| --- | --- |
| **Key Result Area** | **Requirements** |
| Task Execution | Provide GIS technical skills. |
| Company Representation | Professionalism and promotion of the company. |
| Management Reporting | Provide regular and precise updates on activity. |

**PART 4 - ACCOUNTABILITIES AND STANDARDS**

## Task Execution

|  |  |
| --- | --- |
| **Accountabilities** | **Measurements & Standards** |
| Complete each assigned task | Tasks are fully completed and issues raised in a timely manner. |

### Company Representation

|  |  |
| --- | --- |
| **Accountabilities** | **Measurements & Standards** |
| Professionalism and attitude. | Measurement by customer satisfaction survey and feedback from GIS team members. |
| Support the company initiatives and activities  by word and deed. | Customer perceptions of Eagle as relayed to senior management. |

## Management Reporting

|  |  |
| --- | --- |
| **Accountabilities** | **Measurements & Standards** |
| Present regular and concise reports of  performance, activities, objectives and  achievements. | Progress reports to the Team leader and Senior team members as required. |
| Highlight any issues and recommendations. | GIS team meetings, both regular and ad hoc. |