

# Summer Student - GIS

Purpose

To contribute to a range of project work and supporting activities to assist in staff in the delivery of organizational outputs and, as a summer student, to gain practical work experience, skills and proficiency linked to degree requirements.

## Position

## Accountabilities

1. To collate, digitise, and geo-reference historical imagery from our scanned Crown Survey collections.
2. To process georeferenced historical imagery into a suitable format for our internal users in which will support the HAIL (hazardous activities industries list) identification within the Waimakariri region.
3. To support the HAIL identification team with the preparation, maintenance of data and maps so that the team can be efficient at their role.
4. To support the GIS team in the daily production of maps and maintenance of data.

## Working Relationships

**Within the organisation**

* Frequent interaction with staff to provide and share information and support business activities.

**Outside the organisation**

* + Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
	+ Interactions with external organisations/customers to receive and respond to queries.

## Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

## Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

**Core competencies**

Specific behaviours at the Team Member level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the HR Kete or the Environment Canterbury Careers website.

|  |  |
| --- | --- |
| Customer Focus | Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation. |
| Business Acumen | Using an understanding of the organisation’s position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers’ perspective. |
| Achieving Outcomes | Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results. |
| Leading Change | Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services. |
| Common Purpose | Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose. |
| Building Capability | Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities. |

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the summer student will be required to accept and carry out other duties.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Job Code** | […] |
|  |  |  |  |

I agree to undertake the responsibilities detailed in this job description:

|  |  |
| --- | --- |
| **Name:**  |  |
| **Signature:** |  |
| **Date Signed:** |  |