

## Senior GIS Analyst Job Description

<b>Company:</b>	Logic Forest Solutions Ltd
<b>Employee:</b>	
<b>Job Title:</b>	Senior GIS Analyst
<b>Reports to:</b>	Senior Technical Forester
<b>Date prepared:</b>	January 22nd 2024

### Position summary:

The Senior GIS Analyst is responsible the ongoing development and growth of geospatial systems and services within Logic Forests Solutions, and its clients' businesses.

### Key Responsibilities

Tasks	KPIs
<b>GIS Mapping</b>	
<ul style="list-style-type: none"> <li>- Manage the ongoing development and growth of Geospatial systems and services within Logic Forest Solutions, and its clients' businesses. Specifically using –               <ul style="list-style-type: none"> <li>o ESRI GIS products</li> <li>o UAV imagery collection and utilisation</li> <li>o ATLAS GeoMaster</li> <li>o Other external data available such as satellite imagery and Lidar</li> </ul> </li> <li>- Progress Logic FSL geospatial systems to more efficient use through staff training, support, and utilisation -               <ul style="list-style-type: none"> <li>o Esri GIS software, ArcMap, ArcPro, ArcGIS Online, add-ons and extensions.</li> <li>o ATLAS GeoMaster</li> <li>o Whole-business access to geospatial information through portals, web maps or other tools</li> </ul> </li> <li>- Review and manage the geospatial data of LFSL including standards, domains, data accuracy, sources, and storage.</li> <li>- Work with operations and planning staff in tools and methods in gathering, editing, and maintaining data to support the Logic planning process, or external client due diligence.</li> </ul>	<ul style="list-style-type: none"> <li>- Timely delivery of GIS projects.</li> <li>- Management and timely updates of relevant mapping jobs in cashflow forecast to ensure monthly targets are monitored.</li> <li>- Manage workload to ensure Geospatial projects are completed in order of priority.</li> </ul>

<ul style="list-style-type: none"> <li>- Assist operations staff in ensuring efficient operational markups and stand record keeping.</li> <li>- Assist in planning and preparing information and/or map templates for NES notifications, resource consent, and other applications.</li> <li>- Ensure technical maps for Logic operations and external clients are prepared appropriate standards.</li> <li>- Work with the Forest Certification Systems that Logic FSL may enter into to ensure data required for compliance is prepared, maintained, and shared in accordance with these Forest Certification Systems</li> <li>- Liaise closely with all staff to source and maintain software and systems within GIS – Survey 123, Field maps, Stand Records, Web maps.</li> <li>- Monitor currency of training and implementation of GeoMaster within the Logic FSL business</li> </ul>	
<p><b>Forest Certification</b></p>	
<ul style="list-style-type: none"> <li>- Assist in planning and preparing information to achieve and maintain forest certification.</li> <li>- Manage the monitoring plan for all forests.</li> <li>- Manage stakeholder engagement records for all forests</li> </ul>	<ul style="list-style-type: none"> <li>- Manage data to provide a suitable picture of systems and management plans to meet Certification standards</li> <li>- Ensure the multiple monitoring requirements of forest certification are met in accordance with monitoring plans prepared.</li> </ul>
<p><b>General</b></p>	
<ul style="list-style-type: none"> <li>- Ensure all required office administrations systems are completed accurately and in a timely fashion</li> <li>- Ensure accurate record keeping and filing and ensure all records and associated data and is filed correctly</li> <li>- Job management using WorkflowMax</li> </ul>	<ul style="list-style-type: none"> <li>- Positive frame of mind and a can-do attitude</li> <li>- Weekly cashflow forecast updated accurately prior to weekly meetings</li> <li>- All files always saved in the correct location.</li> <li>- Accurate timekeeping in WFM</li> </ul>

Qualifications, Experience and Competencies	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- 5 years GIS mapping experience preferably in ESRI products including ArcMap, ArcPro, ArcGIS Online, add-ons and extensions.</li> <li>- 5 years GeoMaster experience preferred</li> </ul>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>- GIS experience</li> <li>- Understanding and experience in data storage and management</li> </ul>
<b>What we expect from you</b>	<ul style="list-style-type: none"> <li>- Able to manage workload, establish priorities.</li> <li>- Meet monthly KPI's.</li> <li>- Maintain a high standard of output.</li> <li>- Communicate clearly and in a timely manner with clients.</li> <li>- Proven experience with office software such as Microsoft Office</li> </ul>
<b>What we want from you</b>	<ul style="list-style-type: none"> <li>- Fit well into our team culture.</li> <li>- Work effectively under pressure.</li> <li>- Meet deadlines.</li> <li>- Help and support other team members when appropriate</li> </ul>
<b>Live into our Core Values</b>	<ul style="list-style-type: none"> <li>- Honesty – We are honest to ourselves, our team and the people we work with</li> <li>- Legacy – We advance our industry for the benefit of the land and the people</li> <li>- Innovation – We are progressive explorers, always searching to lead the way</li> <li>- Quality – We strive for excellence in all that we do</li> <li>- Fun – We enjoy and are grateful for the opportunity</li> </ul>

**Hours of work:**  
 40 hours per week being flexible from Monday to Friday.

**General:**

**Read and agreed to by:**

**Signed:**

**Name:**

**Date:**