

Duties of the Role

GRADUATE GIS ANALYST - ROLES AND RESPONSIBILITIES

The Graduate GIS Analyst is a developing technical professional in the early stages of their career, usually a recent university graduate who studied GIS or an equivalent discipline. The role requires the Graduate GIS Analyst to learn from senior GIS team members in order to become an effective member of the team, and to provide GIS services to Biosis' heritage, ecology, and environmental planning consultancy teams. The Graduate GIS Analyst reports to the GIS Coordinator and the Team Leader – GIS and Compliance. They are guided by senior members of the GIS Team to accomplish both project and administrative tasks within allocated timelines. The Graduate GIS Analyst is expected to work closely with senior GIS Team members and actively seek mentoring and advice when needed, to develop their knowledge of project management and processes. The main technical duties are map generation, data manipulation of various data formats, creation of simple data queries, and analytics. Administrative duties include assisting to maintain the computer network through management of spatial and non-spatial data relevant to the role, adherence to project management processes, as well as additional duties required by senior team members and the team leader.

Key Responsibility Areas

Key responsibilities of a Graduate GIS Analyst comprise:

1. GIS (ArcGIS and ArcPro)
 - 1.1. Map generation
 - 1.2. Analytics
 - 1.3. QA own products
 - 1.4. Tool creation
 - 1.5. Data management
 - 1.6. Operate additional GIS resources
2. Sales and Client Relationship Management
 - 2.1. Build, manage and maintain internal relationships.
3. Project management
 - 3.1. Understand the project management process at Biosis
 - 3.2. Manage own time and adhere to deadlines
4. Professional Development
 - 4.1. Work with the team leader and take an active role in own professional development
5. Other Duties as Required

Duty Statement

There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:

- ❖ *key performance criteria as determined each year by your team leader.*
- ❖ *as regular daily or weekly tasks: a) timesheets (submitted to administration and entered into the Biosis APS Database by noon on Monday every week); b) active participation in the timetabling process; c) recording your daily whereabouts in "Outlook IPFX"; and, d) invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your team leader).*

1. GIS (ArcGIS and ArcPro)

1.1. Perform intermediate level GIS functions utilising ArcGIS and ArcPro, which include but are not limited to:

1.1.1. Produce products in accordance with templates and standards

1.1.2. Perform own QA in accordance with standards

1.1.3. Comprehend and perform basic spatial analysis

1.1.4. Perform basic spatial and attribute data queries

1.1.5. Understand fundamentals of automated geo-processing

1.1.6. Perform digitising, geo-referencing, and conduct spatial data manipulation

1.1.7. Interact with enterprise datasets

1.1.8. Understand and comply with data management standards

1.1.9. Operate additional GIS resources

1.1.9.1 Collector

1.1.9.2 Survey 123

1.1.9.3 DGPS

2. Sales and Client Relationship Management

2.1. Work to understand the range of services provided by Biosis and be able to identify opportunities to promote these services to existing clients

2.2. Develop ability to communicate clearly, convincingly and concisely both orally and in writing to explain technical concepts with minimal jargon.

2.3. Maintain regular communications with internal clients and proactively keep them informed on proposal/project/report status.

- 2.4. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
3. Project management
 - 3.1. Develop project management skills and knowledge of processes based on established projects with clear methodologies and tasks.
 - 3.2. Deliver work on time, within budget and to the client's requirements, meeting Biosis' high standards. Assist other team members to maintain these high standards.
 - 3.3. Proactively discuss potential budget overruns, develop skills in managing variations, informing the team leader as required.
 - 3.4. Understand Biosis policies and procedures, implement these for own projects. Adhere to all administrative requirements.
 - 3.5. Recognise the importance of working with other specialist groups.
 - 3.6. Proactively provide constructive feedback on individual issues and projects to their team leader as required.
4. Professional Development
 - 4.1. Work to develop technical expertise in the GIS discipline.
 - 4.2. Work with a mentor to take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
 - 4.3. Attend training opportunities including seminars, workshops, and conferences.
 - 4.4. Seek and be receptive to feedback, initiating positive changes where required.
 - 4.5. Willingly make themselves available to assist others.
 - 4.6. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
5. Other duties as required