

Position description

Position title:	Bio Information Analyst	Team:	Bio Information
Division:	COO	Reports to:	Team Manager Bio Information
Department:	Environmental Services	Direct reports:	0
Unit:	Bio Design, Advisory and Planning	Indirect reports:	0



Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to Te Ao Māori (The Māori World), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed Te Ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan / Treaty Responsiveness journey.



Purpose of the job

To manage and support the development of regional biodiversity, biosecurity and geological database and geospatial information services to support planning, operational delivery and reporting on biodiversity protection and restoration across the Auckland region.



Key responsibilities

- Be aware of, and demonstrate, the principles of [Our Charter](#). This sets out the expectations for conduct at Auckland Council.
- Provide expert geospatial advice and information management solutions to support biodiversity and biosecurity programmes and meet operational and strategic prioritisation needs.
- Contribute to the development, deployment and management of infrastructure and data needs required to support operational planning and delivery.
- Monitor and report outcomes against relevant operational KPIs for biodiversity outcomes (including the Long-Term Plan).
- Work with internal and external partners in the analysis, management and communication of biodiversity and biosecurity data across all domains, to guide biodiversity protection and restoration of priority ecosystems.
- Ensure operational and strategic information needs are met to support planning and delivery of biodiversity outcomes.
- Keep abreast of new IT technologies for data capture management and spatial mapping.

 Outcomes	• Auckland's biodata on significant ecological and geological areas is identified, surveyed and accurately mapped. • Biodata is captured, analysed, well managed and used by the team and stakeholders. • Internal and external stakeholders are supported to inform, deliver and report on biodiversity and biosecurity programme outcomes. • Customer requests are supported in a timely manner to expected standard with positive feedback received. • Information technological solutions developed are well utilised and fit for purpose. • You are comfortable using te reo Māori in emails, meetings and conversations. You understand and value the use of tikanga at work.
 Key skill	• Team player • Results focused • Emotionally aware Bachelors degree in an environmental discipline or computer science • Personally resilient • Communicator • Problem solver • Project management
 Job requirements	• • Full NZ drivers licence • 5 years' work experience in biodiversity conservation, database / information management, statistics and spatial mapping preferably in natural sciences. • A good understanding of natural sciences preferably NZ ecology. • Dealing with various stakeholders in a customer service capacity. • Competence using typical ecological analysis software. • A basic understanding of RMA statutory processes. • Proficient in the use of Microsoft Office suite and ESRI ArcGIS spatial mapping packages.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:		
Team Manager Bio Information	7/11/2019		
 Job framework	Job function:	Job family:	Job:
	Science	Environmental Sciences	Advisor Environmental Sciences

Auckland Council behaviours

 SERVE Aucklanders serving Aucklanders	 DEVELOP Step up from good to great	 COLLABORATE Success comes when we work together	 ACHIEVE It's up to us to make it happen
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ACHIEVE

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