

EASTLAND GROUP Position Description

POSITION TITLE:	GIS/CAD Technician
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REPORTS TO:	Information Manager
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DIRECT REPORTS
Nil

PURPOSE OF THE POSITION
To update GIS systems, drawings, database records and asset registers for Eastland Group and its associated businesses.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none">• Prepare and update drawings, plans and database queries• Complete field record work• Assist in the preparation of drawings (substation, line construction, underground and associated assets)• Assist the Information Manager with database development, form design, report design and data integrity management• Update and maintain - asset maintenance, customer and works management databases and associated applications• Assist in converting present paper systems to computerised system.• Co-ordinate information exchange processes between internal and external customers• Assist with associated information management activities

AUTHORITY AND FREEDOM OF ACTION
As per delegated financial authorities, but in general the position requires that any issue of an unusual nature is brought to the attention of the Information Manager. In defining "unusual" this requires the incumbent to assess any particular issue or circumstance through the experience brought to the position. Where such issue or circumstance is outside their experience this should be advised.

RELATIONSHIPS	
Internal:	<ul style="list-style-type: none"> • Eastland Group
External:	<ul style="list-style-type: none"> • Contractors/suppliers/retailers • Local authorities • Eastland Group Customers • Industry and community groups

KNOWLEDGE AND EXPERIENCE REQUIRED
<ul style="list-style-type: none"> • Experience with CAD (Microstation v8i preferable) and GIS concepts • Experience with working in the power industry (desirable) • Competent with Microsoft Office

QUALIFICATIONS AND TRAINING
<ul style="list-style-type: none"> • NZCE L3 (Math, English Information Technology) • Drivers License • Diploma GIS / CAD (not essential)

COMPETENCIES
<ul style="list-style-type: none"> • Leadership Shows awareness of personal leadership style and its effect on others, as well as the ability to adjust the style to the situation. Maintains integrity and authority when handling negative situations such as conflict, challenge or change within a team and harnesses the diverse skills within the organisation. • Commercial Orientation Proactively seeks cost reductions & risk management opportunities; successfully motivates and encourages others to consider the commercial implications of their actions; cost initiatives are focused on sustainable reductions of total cost for the company as a whole; develops and uses effective financial performance indicators. • Planning and Organising The ability to plan and organise both short and long term initiatives. Develops effective operational work schedules and plans, manages time effectively and understands how to shift priorities in order to achieve objectives within tight timeframes. • Customer Service The ability and desire to focus attention on meeting the needs of all customers and to ensure customer satisfaction. This includes: responding to customer needs; recognising customers are both internal and external to the organisation; informing the customer; identifying and reporting barriers to service quality.

- **Communication**

The ability to communicate effectively to a wide range of people both in writing and orally. This includes a good understanding of English written grammar conventions, a well-developed vocabulary and the ability to carry out clear formal and informal communication at all levels in the organisation using a diplomatic and concise approach.

- **Relationship Building**

The ability to build and maintain effective relationships with staff, customers, suppliers and key stakeholders and to demonstrate sound networking skills. The main objective is to establish mutual understanding in a variety of situations so as to influence favourable outcomes for the organisation.

- **Teamwork**

The ability and willingness to work co-operatively with others and actively commit to being part of a team. It involves developing trust between team members and following through on commitments made to the team.

Agreed by:	Job Holder's	SIGNATURE	DATE
	Manager's	SIGNATURE	DATE