



SPATIAL ANALYST (LEVEL 7)

Basic Salary: \$4,266,270.00 per annum.

JOB PURPOSE:

Under the general direction and supervision of the Senior Director, Forest Resource Information Management (FRIM), the incumbent is responsible for preparing, analyzing and managing geospatial data to implement and maintain the integration and functionality of an enterprise Geographic Information System (GIS) for the Forestry Department (FD). They provide technical consultation, application development and business solutions to internal and external stakeholders. The successful Analyst will join the FRIM/GIS Team in providing useful decision-support tools to critical initiatives across the Agency.

KEY RESPONSIBILITY AREAS:

Administrative

- Excellent interpersonal skills for establishing and maintaining effective working relationships with critical stakeholders.
- Writing in clear, concise language to produce reports and other required documentation. Responds to all correspondence timely and professionally.
- Good oral communication skills, including good listening skills, to communicate with technical and non-technical internal clients.
- Good project management skills, including communications coordination, time and task management with employees at all levels of the Organization.
- Budget preparation and tracking; and coordination with stakeholders.
- Develop objectives, work schedules, and plans for carrying out the various tasks.
- Ensures that physical facilities, equipment, and supplies of drawing material are adequate for the efficient and effective performance of the Team.
- Attends and participates in meetings as required.
- Facilitates on-the-job training of junior staff and trains other personnel using GIS-related application packages.

Technical/functional

- Ensures, in collaboration with the Senior Director of Forest Resource Information Management, the efficient collection, storage, retrieval, and general availability of FD's geospatial databases.
- Designs, develops, and administers the Forestry Department's GIS mapping and online data publishing applications (StoryMaps, ArcGIS Online application).

- Provide specialist expertise to support the integration, high-end manipulation, and analysis of spatial data using GIS software.
- Administers the cartographic design and delivery of mapping feature services for ArcGIS Server and other integrated business systems according to industry best practices.
- Designs and administers multiple GIS spatial databases (enterprise geodatabases) using ESRI/SDE, SQL Server, ArcGIS Server/Portal, and other online data management tools.
- Provide high-quality, detailed consultation, technical support, and troubleshooting for critical FD GIS-related applications.
- Evaluate current procedures, workflows, and problems and recommend changes and improvements.
- Trains and supports FD Staff using GIS applications and associated information to perform analysis, complete inventories, and compile reports and studies.
- Coordinates, assists, and trains internal stakeholders in properly using and managing geospatial data, including maintenance of data quality assurance and quality control standards.
- Prepares and maintains the documentation of the GIS databases (including metadata), procedures, and business data integration requirements.
- Develops and updates data models, scripts, interfaces, and programs to support importing/exporting and manipulating GIS data between various software systems and business applications.
- Designs and develops GIS and related application procedures and programs as required; tests procedures and programs to ensure that desired results are achieved; makes necessary changes to correct deficiencies.
- Researches and provides recommendations on application development software, add-ins, and components. Uses scripting and markup languages as needed to automate tasks; this includes Python, SQL, JavaScript, XML, and HTML.
- Acts as project lead for implementing analytical support to business system integration with the GIS systems.
- Submits special and periodic (monthly, quarterly and annual) analytical reports.
- Performs any other duties that may be assigned.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Excellent research and analytical skills.
- Sound knowledge of ArcGIS Suite of Products.
- Sound knowledge of GPS Software and geospatial mapping applications.
- Ability to use advanced productivity tools efficiently and effectively (Power Bi, Tableau).
- Experience in developing and implementing spatial and data strategies.
- Experience establishing and managing stakeholder engagement across a broad range of stakeholder groups.
- A sound understanding of technology relevant to the Agency and identifying and selecting the most appropriate technology for assigned tasks.

Behavioural

- Represent the Organisation honestly, ethically, and professionally and encourage others to do so.
- Support a culture of integrity and professionalism.
- Understand and follow legislation, rules, policies, guidelines, and codes of conduct.
- Recognizes and report misconduct, illegal or inappropriate behavior. Report and manage apparent conflicts of interest.
- Clearly explain complex concepts and arguments to individuals and groups
- Monitor own and others' non-verbal cues and adapt where necessary.
- Work collaboratively to build a supportive and cooperative team environment.
- Share information and learning across teams. Acknowledge outcomes that were achieved by effective collaboration.
- Complete work tasks to agreed budgets, timeframes, and standards.
- Engage other teams/units to share information and solve issues jointly to contribute to allocating responsibilities to ensure the achievement of team goals.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Geography, Urban Planning, Geo-informatics, or a spatially related science such as Land Surveying, emphasizing spatial analysis and spatial database design, creation, and management.
- Certification in Supervisory Management
- Four (4) years of experience in spatial data collection, spatial database design, creation, analysis, and management, preferably 1 year being at a senior level.

OR

- Postgraduate training in GIS data collection, management, analysis, and dissemination
- Certification in Supervisory Management
- Four (4) years of experience in

OR

Any combination of equivalent qualifications and experience

Applications along with résumés should be submitted no later than **Friday, December 20, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.