

# FORESTRYSA | POSITION DESCRIPTION

## Data and GIS Analyst



<b>Current Incumbent:</b>	New position	<b>Appointment Type:</b>	Contract
<b>Location:</b>	Kuitpo Office	<b>Level:</b>	5
<b>Reporting to:</b>	Commercial Systems Manager		

### PURPOSE OF THE POSITION

The purpose of this position is to process and analyse data that supports strategic and tactical decision-making, benchmarking and compliance, across a range of functions, including commercial log sales, plantation resource and land management activities. This includes generating reports, data visualisation and other outputs that support planning, scheduling and performance monitoring needs of the organisation.

### KEY RESPONSIBILITIES

Working under general direction, the duties and responsibilities include, but are not limited to the following:

- Analyse commercial harvesting (StandForD) and log sales data, to reconcile merchantable log volume and waste levels.
- Maintain resource planning data and the interface with financial and spatial systems.
- Maintain forest operations and land management data.
- Maintain and assure the quality of data assets by undertaking data review, validation and documentation activities to ensure accuracy, completeness, reliability and compliance with relevant governance, privacy and security requirements.
- Analyse and interpret data to respond to business queries, identify trends and provide a reliable evidence base to support operational and strategic decision-making.
- Apply appropriate systems, tools and methodologies to extract, prepare, interrogate and model data, and to develop queries and calculations that support analysis and reporting.
- Prepare and deliver reports, dashboards and other data outputs that present information clearly and appropriately for the intended audience and support evidence-based decision-making.
- Contribute to continuous improvement in reporting and insights delivery through effective data communication, problem-solving and support for automated reporting processes.
- Maintain accurate and complete records of business activities created and received in accordance with the *State Records Act 1997*, policies and procedures.
- Work safely by complying with established safe work procedures and take a pro-active approach to WHS & IM by immediately advising supervisor of any hazard together with suggestions for controlling the hazard. Support co-workers who have been injured at work.

### OUTCOMES

- Data sets are collected, prepared and analysed accurately and efficiently with the objective of supporting optimisation of commercial outcomes.
- Projects relating to data governance, system configuration, and automated reporting have progressed in line with agreed KPIs.
- Reports are provided in plain, easily understood language appropriate to both technical and non-technical audiences.
- Reporting is provided in a timely manner at a high standard of accuracy.

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### FOREST MANAGEMENT SYSTEM ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices.
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks.
- Protect the health and welfare of all persons in the workplace.
- Capture and maintain official records.
- Consider neighbours and treat all stakeholders with respect.
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

### WORKING RELATIONSHIPS

- Reports to the Commercial Systems Manager.
- Required to establish and maintain close relationships with internal and external stakeholders including but not limited to customers, contractors, suppliers, workers and industry groups.

### SPECIAL CONDITIONS

- May participate in fire protection activities, commensurate with skills and abilities.
- Must undertake regular health assessments, in accordance with ForestrySA Fire Manual and complete an annual task-based test appropriate to nominated fire role, if part of the fire program.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector and performance development process.
- Out of hours work and intrastate and interstate travel may be required.
- A current minimum Class C driver's licence is required.

### FORESTRYSA CORE COMPETENCIES

<b>Ability to work independently</b>	Demonstrated ability to work under general direction within broadly defined guidelines exercising autonomy and judgement in undertaking tasks or activities.
<b>Analysis &amp; Decision Making</b>	Demonstrates the ability to identify problems within established practices and procedures and assist with finding and implementing suitable solutions.
<b>Business Competence</b>	Demonstrates the ability to plan, coordinate, review, evaluate and provide advice on work systems and practices to support business processes and achieve efficiency and effectiveness.
<b>Continuous Improvement</b>	Demonstrated ability to review and evaluate work processes, systems and practises to achieve efficiency and effectiveness.
<b>Workplace Safety &amp; IM</b>	Demonstrated commitment to the effective management of workplace safety and injury management at all times. Supports co-workers injured at work by actively participating in and supporting their return to work and recovery.
<b>Organisational Values</b>	Demonstrated commitment to the promotion of ForestrySA's organisational values and ensures all tasks are completed consistently with the values.

### QUALIFICATIONS / CERTIFICATES & EXPERIENCE

#### Essential

- An appropriate qualification in the relevant area, such as data analysis, information technology, programming, etc, or equivalent experience.
- Experience interpreting complex data and extracting relevant insights to support strategic and tactical decision-making.
- Experience working with ESRI GIS and spatial data to support mapping, analysis, planning and operational decision-making.
- Sound analytical and problem-solving skills, including the ability to interpret data and troubleshoot issues within the area of expertise.
- Demonstrated ability to develop constructive working relationships, apply integrity, and engage with a wide range of people.

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- Demonstrated ability to apply initiative and to establish, plan and organise work priorities and meet reasonable deadlines.
- Demonstrated understanding of, or experience with, a range of technical tools and methods used to analyse, interrogate and present data, such as Excel, Power BI, programming and cloud computing.

**Desirable**

- Relevant technical forestry industry, or agriculture or land resource management experience.
- Experience with biometrics, such as resource projections, modelling biological growth/properties, yield tables, etc.
- Familiarity with current programming languages used in data analysis - e.g. Python, SQL, R.
- Graphics programming skills interpreting spatial point cloud (e.g. Lidar) data sets.
- Provide technical capability for management of yield regulation and forest inventory.

**EMPLOYEE ACCEPTANCE**

I have read and understood this document

**Signature**

**Date**

**Manager Signature**

**Date**

**Chief Executive Signature**

**Date**