GIS Project Analyst - BC Oil & Gas Commission, Fort St John or Victoria

Grid 21 - $60,299.20 - $68,789.19* (Fort St John)
* Posted salary includes a JFMM Allowance of 10% & a Location Allowance of 3%

Grid 21 - $58,698.33 - $66,962.93** (Victoria)
** Posted salary includes a JFMM Allowance of 10%

Corporate Services

Working within the Resource Development team, the GIS Project Analyst will collaborate with subject matter experts from different commission business units to deliver results based analysis services. This position will be responsible for planning, conceptualizing, designing, and executing advanced spatial analysis.

Qualifications

Consideration will be given to those with:
- Bachelor degree in Earth Sciences (geology, geography or other resource management field) and two years of related experience or technical diploma and four years of related experience.
- This position specifically requires at least two years of current experience (gained within the last three years) in GIS software specifically the ArcMap suite of products, including ArcInfo, ArcView, ArcSDE and ArcGIS Server.

Preference will be given to qualified applicants who demonstrate experience:
- Working in a resource management related field in a capacity where the applicant is exposed to a wide variety of experience in energy and mineral resources and information;
- Demonstrated experience working with ESRI's ArcGIS Desktop suite for the purpose of performing complex spatial analysis and modeling;
- Demonstrated experience working with bc government mapping information sources (e.g. iMapBC, ILRR, MapView, BCGW, Discovery Service and Distribution Service);
- Experience capturing, converting, creating, editing and maintaining digital information in a GIS environment;
- Experience in the development and maintenance of data management policies, procedures, systems and standards;
- Experience with database management tools and applications (MS Access, Oracle, etc.);
- Experience producing quality cartographic maps;
- Experience creating and carrying out presentations and training sessions.

In submitting your application, you confirm you have reviewed the following job description for a complete list of duties and qualifications. We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level.

To submit your application, please select the “Apply Now” button within the posting. After clicking the button, you will be required to fill in your name, address, contact information, working status in Canada, and attach your resume and cover letter (only Microsoft Word or PDF documents can be attached).

For additional information regarding this position, please contact Recruitment at (250) 794-5203. You are also encouraged to view the Commission Website.

Competition Number: 201389
Closing Date: January 17, 2014
For More Information: Recruitment 250 794 5203
PROGRAM

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission’s core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

PURPOSE OF POSITION

This purpose of the position is to effectively carry out advanced spatial analysis projects to support OGC land and resource planning and decision making. Working within the Resource Development team, the GIS Project Analyst will collaborate with subject matter experts from different commission business units to deliver results based analysis services. This position will be responsible for planning, conceptualizing, designing, and executing advanced spatial analysis. Projects include Surface Landuse reporting, habitat analysis, resource assessments, area based planning and environmental reporting by integrating spatial data from a range of resource and environmental data sources. The Project Analyst will also be responsible for the modeling of resultant spatial datasets and documenting the integrity of spatial data, assumptions, standards and methodologies.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Leads GIS projects to support OGC business needs, by planning, designing, and executing advanced spatial analysis techniques.

- Organizes project timelines, prioritizes tasks and coordinates analysis project requirements by consulting with clients, resource professionals and other subject matter experts
- Researches models, methodologies, data sources, business and analytical tools to assist clients in meeting their operational and strategic goals.
- Analyzes, designs, develops and executes integrated spatial analysis from multiple combinations of spatial and attribute data from a variety of different sources
- Reviews project production requirements, consults with clients regarding project outputs, suggests suitable output formats, organizes work sequences, and identifies available data sources.
- Provides documentation outlining deliverables, assumptions, metadata for spatial analysis projects and other required outputs including tables, graphs, reports and cartographic products.
- Ensures appropriate standards, guidelines and confidentiality policies are met when delivering products.
and services to external clients.

- Successfully coordinates and prioritizes tasks for multiple spatial analysis projects simultaneously and reviews and updates past projects when new data sources, methodologies, assumptions and recommendations have been identified.
- Collaborates with industry and other government agencies as members of working groups/meetings to represent the Commission and identifies issues, concerns, processes and development strategies related to GIS data.
- Liaises with external clients (other government agencies, industry) as required for delivering client needs and to share data, knowledge and minimize duplication in the development of output products.

**Develops and maintains information management and data standards used in spatial analysis processes**

- Operates GIS related software systems including industry specific applications to manipulate spatial and attribute data to produce spatial analysis products.
- Analyzes and queries information from extensive non-spatial databases and locates/integrates external resource data from a wide variety of sources. Creates and updates scripts and automates processes for commonly repeated tasks.
- Develops and supports automated processes for the on-going supply of spatial data, displayed as maps or mapping applications, by using the procedural capabilities of available GIS and database tools.
- Participates in testing, ensuring projects function correctly for the specific client need.
- Assesses methodology, identifies creative and innovative approaches for project delivery.
- Establishes protocol and methodologies for the development and analysis of data sets.
- Assists with spatial database administration including maintaining data integrity, metadata and GIS applications for Commission datasets.
- Design, translate and re-format spatial data in a variety of formats by using and learning various software tools and programming custom tools.
- Acts as a contact for external clients/industry for GIS spatial data analysis project related questions or concerns.
- Understands and interprets Commission staff needs to produce quality map products and interpret scientific/technical information to non-technical staff and industry clients.

**Provide effective supervision and oversight to GIS Students and where required coordinates contracts for GIS analysis projects**

- Sets work priorities and assignments to GIS contractors and co-op students.
- When required verifies the accuracy, methodology and results of contracts for spatial data services (technical guidance, monitoring, quality assurance of deliverables and process).
- Provides on the job training and mentoring to GIS students.
- Liaises with contractors and fields questions regarding OGC spatial data.
- Reviews completeness and technical validity of work performed.
- Performance planning, appraisal and personal development planning for GIS students.

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

<table>
<thead>
<tr>
<th>Role</th>
<th># of Regular FTE’s</th>
<th># of Auxiliary FTE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly supervises staff</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Supervises staff through subordinate supervisors</td>
<td></td>
<td>&lt;4</td>
</tr>
</tbody>
</table>

**PROJECT /TEAM LEADERSHIP OR TRAINING**

<table>
<thead>
<tr>
<th>Role</th>
<th># of FTE’s</th>
<th>Role</th>
<th># of FTE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises students or volunteers</td>
<td></td>
<td>Provides formal training to other staff</td>
<td></td>
</tr>
<tr>
<td>Lead project teams</td>
<td></td>
<td>Assigns, monitors &amp; examines the work of staff</td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL RESPONSIBILITY
Develops contracts, interacts with contractors to resolve problems, provide technical guidance, monitor contract progress, conduct quality assurance checks and ensure contract deliverables meet specifications.

WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT
- Evening and overtime work may be required
- Occasional overnight travel may be required

PREPARED BY
NAME: Joey Lynn Anderson DATE: September 2013

EMPLOYEE SIGN OFF
NAME: DATE:

EXCLUDED MANAGER AUTHORIZATION
I confirm that:
1. the accountabilities / deliverables were assigned to this position effective: August 30, 2005.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: SIGNATURE: DATE:

ORGANIZATION CHART
Commissioner
   Chief Operating Officer
   Deputy Commissioner, Resource Development
   Director, Resource Development
   Manager, GIS
   GIS Project Analyst (TOPIC POSITION)

SELECTION CRITERIA
Education:
- Bachelor degree in Earth Sciences (geology, geography or other resource management field) and one year of related experience or technical diploma and two years of related experience.
  - This position specifically requires at least one year of current experience (gained within the last two years) in GIS software specifically the ArcMap suite of products, including ArcInfo, ArcView, ArcSDE and ArcGIS Server.
- There may be different combinations of education and experience that would meet this requirement.

Related Experience Includes:
- Working in a resource management related field in a capacity where the applicant is exposed to a wide variety of experience in energy and mineral resources and information;
- Demonstrated experience working with ESRI’s ArcGIS Desktop suite for the purpose of performing complex spatial analysis and modelling
- Demonstrated experience working with bc government mapping information sources (eg. iMapBC, ILRR, MapView, BCGW, Discovery Service and Distribution Service);
- Experience capturing, converting, creating, editing and maintaining digital information in a GIS environment;
Experience in the development and maintenance of data management policies, procedures, systems and standards;
Experience with database management tools and applications (MS Access, Oracle, etc.);
Experience producing quality cartographic maps;
Experience creating and carrying out presentations and training sessions.

Knowledge of:
- Knowledge of GIS systems, tools and applications;
- Knowledge of ArcGIS programming such as AML, Python, VB and FME, ArcGIS Server and GeoCortex Essentials software;
- Knowledge of and working experience with land and resource data sources in British Columbia;
- Knowledge of project management principles

Skills & Abilities:
- Ability to integrate data/information from a variety of sources to produce maps and other graphic materials.
- Ability to perform accurate mathematical calculations related to mapping.
- Ability to accurately and consistently carry out detailed functions, identify irregularities, errors or data conflicts.
- Ability to analyze and develop options, solutions or recommendations.
- Ability to organize and manage concurrent GIS projects and initiatives.
- Ability to communicate information to a variety of people, clearly and effectively, orally and in writing.
- Attention to detail when communicating both orally and in writing.
- Ability to work independently with minimal direction or supervision and resolve problems.
- Demonstrated ability to oversee concurrent projects, keeping staff and colleagues informed of progress and significant issues.
- Demonstrated experience creating a variety of digital, graphical and descriptive products including colour thematic maps and associated descriptive statistics.

KEY COMPETENCIES

Service Orientation displaying a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations and focusing one's efforts on discovering and meeting the needs of such customers/clients.

Results Orientation showing concern for surpassing a standard of excellence, be it one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals one has set; or even improving or surpassing what has already been done (continuous improvement).

Teamwork and Cooperation demonstrating the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships (“if…then…””) to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Concern for Order reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

Expertise includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.

Developing Others involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual’s actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.