

POSITION DESCRIPTION



Title:	Data Control Analyst	
Group:	Natural Hazards	
Reports To:	GeoNet Data Centre Manager	
Date:	8 December 2011	
Location:	Lower Hutt	
Position Dimensions:	Staff – Nil	Budget - Nil

Purpose of Position:-

To monitor the GeoNet Data Centre computers and processes for faults and data integrity. To develop and implement procedures, computer-based tools and reports to carry out these functions and to take remedial action when problems occur.

GNS Science Mission, Vision and Values

Our Purpose

Is to understand earth systems and technologies and to transform this knowledge into economic, environmental and social benefits for New Zealand.

Our Vision

Is to be recognised globally as a leading integrator of knowledge of earth systems and technologies for societal benefits.

Our Values are

- Scientific enquiry and innovation arising from creativity and development
- Excellence generated from expertise and experience
- Personal integrity and professional ethics
- Individual initiative in contributing to teamwork
- Delivery of value for New Zealand.

Maori Relationships

GNS Science is committed to achieving mutual success through collaboration with Maori. Significant benefits can accrue from effective relationships between GNS Science and Maori, especially within geothermal and energy activities. The creation of seamless relationships with Maori is a crucial element in the organisational growth of GNS Science. GNS Science aims to include relationships with Maori as a natural part of the GNS Science business.

Specific Duties / Key Responsibilities:

- Perform monitoring and analysis of quality and completeness of all geophysical data arriving at the GeoNet Data Centre, and ensure the associated metadata are complete and correct;
- Manage and resolve problems, faults and queries, and requests for service, through to completion, involving other Institute or external expertise as necessary; maintain and keep up-to-date the register of reported faults and service requests;
- Anticipate and recommend hardware and/or software required to maintain GeoNet's data holdings in a secure and recoverable environment;
- Maintain the computer-based tools that support the efficient running of the GeoNet project; these include Big Brother and Request Tracker;
- Maintain documentation of all routine activities associated with the GeoNet Data Centre;
- Ensure critical tasks are able to be performed by other Data Centre team members, providing appropriate training and documentation for them;
- Maintain effective relationships with external users of the data, including universities, other CRIs and overseas agencies.

Projects and Health and Safety:

- Undertake projects for your manager as and when required;
- Comply with the health and safety responsibilities as defined in the Health and Safety policy.

Person Specification

- A relevant tertiary qualification or at least three years computer industry experience;
- Excellent skills and understanding of a Unix/Linux operating environment, including shell programming capability;
- Experience with Perl or other programming languages, and a sound knowledge of relational database systems and SQL is required;
- Understanding and experience with TCP/IP networking technology;
- Education in geology or geophysics is advantageous, with seismology or geodesy knowledge highly desirable;
- Familiarity with Microsoft Office products, in particular Word, Excel and Access.

Competencies –

The following competencies are expected of all GNS Science staff:

Results Orientation - The ability and commitment to achieve effective results, and work towards or exceed agreed goals

Business Focus - The ability and desire to apply appropriate principles and practices to maximise revenue minimise cost, while meeting compliance obligations

Relationship Management - The ability and commitment to maintain effective co-operative relationships with groups and individuals

Communication - The ability to express thoughts and ideas clearly and consistently (orally and in writing)

Innovation and Initiative - The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance)

Teamwork - The ability to establish and maintain effective and cooperative relationships within GNS Science.

Professional Integrity - Acts in a manner that conveys high personal and professional standards

Technical Expertise - The ability to maintain and develop technical expertise

Leadership and Management Skills - The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.

Signed:

Signed:

Date:

Date:

Employee

General Manager - Human Resources