



## IDENTIFICATION

Department	Position Title	
Finance	Geomatics Data Coordinator	
Position Number(s)	Community	Division/Region(s)
15-13479	Yellowknife, NWT	NWT Centre for Geomatics

## PURPOSE OF THE POSITION

The Geomatics Data Coordinator coordinates activities to enhance the interoperability and exchange of geographic data and information to support and enhance decision making effectiveness for the GNWT and to help maximise the value of geomatics services. Providing coordination and technical support, the incumbent will pursue activities that result in a collaborative approach to data discovery, acquisition, development and distribution within the GNWT. This position will also contribute to ongoing GNWT Information Management practices related to geomatics data and information. In fulfilling this role they will facilitate the discovery, exchange and access to geomatics data throughout the GNWT as well as to partner organizations and the public. This includes improvements to geomatics services of the GNWT while reducing costs and the duplication of effort. The position also administers systems related to data discovery and acts as the alternate system administrator for the Enterprise GIS service for the GNWT.

## SCOPE

The Geomatics Data Coordinator is located in Yellowknife and reports to the Manager of Enterprise Geospatial Systems. The position is in the NWT Centre for Geomatics (NWTCCG) division within the Office of the Chief Information Officer branch in the Department of Finance. The NWTCCG is the GNWT Centre of Excellence for geomatic services, Earth Observation (EO), geographic databases and applications, remote sensing and geographic information systems.

The NWTCCG provides leadership and expertise to all departments of the GNWT, as well as some boards and agencies, on matters related to mapping; spatial data creation, maintenance, storage and standards; unmanned airborne systems; remote sensing and data acquisition;

geospatial software and hardware; and online geospatial tools and services. The Centre promotes the use of geospatial data and tools for decision making through education and outreach, and collaborates with a variety of internal and external partners to maximize the benefits of investments made in the GNWT's geospatial resources.

The Geomatics Data Coordinator works closely with Departments having spatial data needs. In addition, the incumbent will work closely with partner organizations such as the Federal Government departments, Indigenous Governments and Regulatory Authorities in facilitating data exchange. Clients benefiting from this work include the GNWT Departments, the public and our partners.

The Geomatics Data Coordinator facilitates the development of guidelines and standards for geospatial data management in collaboration with the NWT Centre for Geomatics team GNWT geomatics stakeholders.

The Geomatics Data Coordinator provides assistance to the Enterprise GIS Administrator in maintaining the spatial data infrastructure and communicating changes to clients. In addition, the incumbent administers GIS software contracts and licensing distribution. The incumbent is responsible for administering the GIS software Enterprise License Agreement, as well as the administration of software licenses to GNWT staff. This function requires regular use audits and reporting as part of the contract maintenance.

The Geomatics Data Coordinator facilitates and coordinates training related to custom web applications, data discovery tools, metadata standards as well as processes and procedures of the NWT CG. Furthermore, the incumbent will promote and communicate data exchange.

The specific technologies, practices and approaches employed in delivering Geomatics services are evolving at a rapid pace and the incumbent must monitor advances in technology and evaluate options routinely to improve services and ensure that the policy framework in place supports ongoing requirements.

## **RESPONSIBILITIES**

### **1. Acting as the Client Liaison for the NWT Centre for Geomatics (NWT CG) by:**

- Collaborating with GNWT departments, boards and agencies to improve data and information that has a spatial component and adopt best practices;
- Acting as the primary NWT CG contact for clients (GNWT Staff), Partners (other Government Agencies, including aboriginal groups, academia and other Government organizations and vendors to exchange, coordinate and disseminate geomatics information and data.
- Assisting GNWT clients in data sharing and data licensing agreements to ensure maximum benefit to the GNWT and promote spatial data exchange and sharing to the fullest extent possible.
- Working with clients across GNWT departments to ingest program-specific spatial data into the spatial data warehouse according to established NWT CG standards, including vector, raster and UAS data.

**2. Participate in the ongoing improvement of Geomatics Services within the NWTCG and the GNWT by:**

- Working within the established governance structures, participate in the development of GNWT strategies and plans related to the delivery of Geomatics Services within the GNWT;
- Participating in the development of divisional and unit strategies and operational plans for the delivery of Geomatics technologies and services to GNWT departments;
- Maintaining a continuing awareness of client business needs, interests, and opportunities related Geomatics services;
- Providing input into development and maintenance of GNWT technology standards and guidelines as they relate to the field of Geomatics and related software, and the management of data and information;
- Identify opportunities to provide additional benefit to clients through the use of Geomatics Services, training, outreach and engagement;
- Maintaining an on-going liaison with other departments, agencies and the private sector to ensure a high degree of awareness of new advances and development in spatial data, holdings and interoperability.

**3. Providing alternate administrator support for the GNWT Enterprise Geospatial Systems and related applications by:**

- Administering user and system access to services according to established policies and practices;
- Monitoring system backups and validating system restores performed by the Technology Service Centre;
- Working with others to resolve technical and business related problems with the technology infrastructure.
- Loading and providing Quality Control (QC) of data into the underlying database when received from staff of the Geomatics Centre or other government departments or agencies.
- Ensuring proper metadata is captured according to GNWT standards for geospatial information.

**4. Administering the spatial data catalogue and NWT Centre for Geomatics Website by:**

- Maintaining and modifying the Application Program Interface (API) for the geospatial data discovery tool;
- Liaising with clients and stakeholders to promote and educate them on the use of the spatial discovery tools provided by the NWTCG;
- Update the NWTCG website with news events, activities, training and new data products and services;
- Engage stakeholders to share their geospatial information through the NWTCG's geospatial catalogue.

## **5. Administration of Environmental Systems Research Institute (ESRI) and GIS software contracts and licenses by:**

- Liaising with vendor to establish and renew Enterprise Licensing Agreements;
- Administrating license distribution and de-authorizations;
- Auditing license use and reporting on usage trends as part of the contract maintenance.;
- Providing guidance on new geospatial technology and software (updates);
- Liaising with GNWT clients on software needs;
- Troubleshoot software access constraints;
- Communicating changes to licensing costs, software versions and outages to clients.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge:**

- Knowledge and experience with GIS (geographic information systems) software, spatial data, metadata, data modeling techniques and the associated procedures and standards required to effectively administer government-wide spatial data.
- Knowledge and experience with ESRI GIS software and ArcGIS Server.
- Knowledge of the principles and procedures of projections and earth coordinate systems.
- Working knowledge of spatial database concepts as they relate to relational data structures, spatial database design, spatial data structures and spatial data management.
- Working knowledge of spatial data delivery methods (web mapping technologies, geospatial applications and data repositories).
- Working knowledge of common metadata standards adopted by the Open Geospatial Consortium (OGC).
- Knowledge of project management standards.
- Knowledge of multi-user geo-database administration.
- Knowledge of the Geocortex essentials and Insight analytics tools.
- Knowledge of data cataloguing systems and applications.

**Skills:**

- Excellent interpersonal skills/customer service orientation and the ability to cultivate positive working relationships.
- Excellent oral and written communication skills, including the ability to read, understand and effectively communicate complex geomatics ideas to both peer and lay audiences.
- Strong consensus building skills.
- Strong computing skills including GIS and Geomatics software, server administration, standard Office Software such as Microsoft Office.
- Strong analytical/ problem solving skills.

**Abilities:**

- Demonstrated ability to analyze complex geomatics data requirements.
- Ability to consolidate relevant data/information.
- Ability to make effective decisions.
- Ability to learn new skills and knowledge.
- Ability to initiate projects and anticipate organizational needs and solutions.
- Ability to think analytically while problem solving.
- Demonstrated ability to work in a high stress environment with tight deadlines.
- Ability to work on multiple work activities and projects concurrently.
- Ability to set individual goals and objectives.
- Ability to effectively manage time and stress pressures.
- Ability to interact with industry, government agencies, Aboriginal organizations and the public.
- Ability to develop and build positive effective external and internal relationships and partnerships.
- Ability to resolve conflicts and differences of opinion.
- Ability to apply facilitation skills.
- Ability to initiate, anticipate, shape and adapt emerging Geomatics opportunities, tools and technologies.
- Ability to work in an inter-cultural environment.
- Understanding of professionalism and ability to adhere to codes of conduct and service standards.
- Ability to provide feedback which others experience as helpful and motivating.
- Ability to create opportunities for others to take on tasks and assignments which expand their abilities and experience.
- Ability to give and accept constructive criticism.

**Typically, the above qualifications would be attained by:**

A university degree in computer science, remote sensing, or Geographic Information Systems (GIS) with 2 years of work experience related to spatial data management; or a university degree with a post-secondary diploma in GIS or remote sensing and 2 years of related work experience in the area of spatial data management.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applies)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

### **Aboriginal language:** Choose a language

- Required
- Preferred