



The Wildlife Information Centre

## Job Description

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<b>Job Title:</b>	<b>Ecological Data Processor</b>
<b>Location:</b>	<b>Hybrid working, offices based at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP</b>
<b>Reporting to:</b>	<b>TWIC Manager</b>

## Background

The Wildlife Information Centre (TWIC) is an environmental charity with an established reputation for excellence in the provision of biodiversity data within south-east and central Scotland. TWIC holds over 4 million species records as well as extensive habitats and designated sites information. Data services are provided to a range of public and private clients and charities to inform conservation, land management and environmental decision making. Our programme of events supports new and existing recorders and stimulates interest in biological recording amongst the wider public.

TWIC is part of a network of Local Environmental Record Centres (LERCs) nationally and has a key role in the two-year Better Biodiversity Data Project (BBD), a partnership project with National Biodiversity Network Trust (NBN Trust) and the other Scottish LERCs.

## Purpose of the job

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You will support the efficient and accurate processing of biological records into TWIC's database to help ensure that TWIC's data holdings are kept current and comprehensive. The post-holder will also contribute to the wider work of TWIC by supporting the planning and delivery of our events programme.

## Main Responsibilities

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- 1) Support data processing by formatting and importing spreadsheets of data into the central Recorder 6 database, checking data for completeness and accuracy, resolving any queries, and liaising with the data provider as necessary.
- 2) Contribute to the validation and verification of species data held on Recorder 6, for example by implementing feedback received from local and national verifiers and applying batch updates.
- 3) Contribute to the planning of TWIC events to support biological recorders and attend public events to promote wildlife recording to a wider audience.
- 4) Carry out any other tasks required to contribute to TWIC's effective operation.

## **Person Specification**

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The post holder will need to demonstrate that they meet all of the essential (E) criteria and some of (D) desirable skills, knowledge or experience.

### **Knowledge**

- An Ecology or related degree with substantial ecological component (E)
- A knowledge of databases and data management practices (D)
- A knowledge of ecology and the natural history of the UK (D)
- A knowledge of biological data and recording in Scotland or the UK (D)

### **Skills**

- Competent use of Microsoft Office including Word and Excel (E)
- Effective communication skills, both written and verbal to a variety of audiences, including taxonomic experts and the public (E)
- Excellent organisational skills (E)
- Competent use of GIS, preferably ArcGIS (D)
- Wildlife survey and identification skills (D)

### **Experience**

- Data entry and handling large datasets (E)
- Working with volunteer recorders or voluntary organisations within the environmental sector (D)

### **Personal qualities**

- Ability to work well on their own initiative and as part of a team (E)
- A mature and professional approach to work (E)
- Interest in the natural environment and commitment to the project (E)
- Ability to sustain procedures and accuracy over a period of time (E)
- Ability to effectively prioritise their workload (E)

## **Particulars of Employment**

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### **General**

The post of Ecological Data Processor will be line-managed by the Centre Manager who will provide support and undertake appraisals. The postholder will work alongside our existing part-time Data Processor.

### **Place of work**

This is a hybrid working role, with offices based at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP. It is envisaged that at least half of the time will be worked from the office each week.

### **Hours of work**

Normal hours of work are 14 hours per week (0.4 FTE), excluding breaks. The normal office hours are 9 am to 5 pm Monday to Friday. Some flexibility will be required with some weekend and evening working. Flexible working and flexi-time is applicable to this post.

### **Travel**

Travel associated with this post will be regular within the TWIC area and very occasionally elsewhere in Scotland and the UK (about once a year). A full clean Driving Licence would be beneficial.

### **Salary**

The salary for the post is £10,031.04 per annum (£25,077.60 pro-rata).

### **Status**

This will be a fixed term contract until 31 March 2025 with possibility of extension. The post will be subject to a 2-month probationary period during which time the post-holder will be expected to demonstrate their suitability for the post.

### **Pensions**

The postholder will be automatically enrolled into a Workplace Pension scheme unless they choose to opt-out.

### **Leave**

The annual leave year is from April 1 to March 31 the following year. The normal holiday entitlement is 34 days per year (pro-rata) which includes public holidays and the period between Christmas and New Year when the office is closed.

TWIC strives to be an Equal Opportunities Employer and fair wage employer.