



The Wildlife Information Centre

Job Description

Job Title:	GIS and Data Officer
Location:	Hybrid working, offices based at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP
Responsible to:	Centre Manager
Responsible for:	IT, data management & data services

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 part of central Scotland. TWIC currently holds over 4.2 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

By applying your technical expertise and experience, you will ensure that biological data is curated, analysed, and made available to support sound environmental decision making and to encourage a greater appreciation and understanding of wildlife in SE and central Scotland.

Main Responsibilities

IT systems & online platforms

1. Maintain the office IT system, including backup procedures, data security, licensing, UK GDPR compliance and troubleshooting issues.
2. Improve and enhance data management systems, evaluate the effectiveness of the existing systems, and develop new systems as needed.
3. Manage the TWIC website, YouTube channel and contribute to TWIC's social media platforms.
4. Manage IT and sound systems at the annual conference, including recording talks, and support colleagues with IT matters at workshops and events.

Data analysis and service provision

5. Service data requests from clients and supply GIS and data products to users to a high standard and using agreed procedures for controlling access to data.
6. Undertake Local Biodiversity Site / Local Nature Conservation Site assessments and mapping work for Local Authority users.
7. Design and develop new and innovative approaches to analysing data and producing products to meet users' evolving needs.

Data management

8. Manage TWIC's biological data holdings using ArcGIS Pro, Recorder 6 and Microsoft Access databases.
9. Ensure thorough application of agreed procedures for acquiring, verifying, computerising, validating, and storing data, and ensure compliance with UK GDPR and data licensing.
10. Update and catalogue data holdings following agreed procedures.
11. Contribute to data flow between local, regional and national recording networks.
12. Provide support to recorders/groups by supplying data, managing their datasets, and uploading datasets to the NBN Atlas Scotland on their behalf.
13. Contribute to the development of data management policies and procedures for TWIC, gathering examples of best practice and keeping up to date with national standards.

Resource management

14. Prepare the IT budget in liaison with colleagues, and oversee the upgrading of TWIC's IT systems, including the secure disposal of equipment.
15. Contribute to the day-to-day management and operation of the office and IT facilities.
16. Provide training to staff in IT, AI, databases and GIS systems and advise on appropriate cyber security training for staff.
17. Oversee office-based GIS or data volunteers, providing relevant training where required.

18. Contribute to the development of projects and the business, by identifying opportunities, gathering information, and preparing proposals.

Other

19. Represent TWIC through interactions with users, recorders, partners and the public at a range of meetings and events.

20. Produce the TWIC Members' Newsletter.

21. Carry out any other tasks required to contribute to TWIC's effective operation.

Person Specification

The post holder must be technically proficient in the use of IT and have experience of setting up and running computer networks for a small organisation. They will have experience of managing GIS and SQL databases. They will be well organised and have experience of following procedures carefully. They may have experience of working in a conservation or environmental organisation. Existing knowledge of ArcGIS Pro and Python scripting will be a distinct advantage. Experience of bespoke data management tools, particularly Recorder 6, is also desirable.

The post holder will need to have some or all of the following experience, skills and aptitudes. Those marked (E) are essential, those marked (D) are desirable.

Skills

- use GIS to display and analyse data, especially ArcGIS Pro (E)
- use Access/SQL to analyse and present data (E)
- development of custom scripts, preferably using Python (E)
- use full range of Microsoft Office suite programmes effectively and efficiently (E)
- excellent problem-solving skills (E)

Knowledge and Experience

- educated to degree level in a relevant subject (D)
- management of IT systems including computer networks, hardware and software (E)
- implementation of effective data and system security, UK GDPR procedures and data licence controls (E)
- experience of bespoke data management tools, especially Recorder 6 and its data structures (D)
- online recording and online data portals, for example iRecord, iNaturalist and NBN Atlas Scotland (D)
- website development and management, especially WordPress (D)
- working with a range of clients, volunteers and recorders (D)
- wildlife and biological recording in the UK (D)

Personal Qualities

- ability to work well on their own initiative and as part of a small team (E)
- a mature and professional approach to work (E)
- effective verbal and written communication skills, especially when troubleshooting and addressing both technical and non-technical users (E)
- ability to work in an organised and adaptable way, effectively prioritising their workload, working under pressure and meeting deadlines (E)
- interest in the natural environment and wildlife conservation (D)

Particulars of Employment

Place of work

This is a hybrid role, with work split between TWIC's offices at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP, and homeworking. It is envisaged that a minimum of 3 days/week will be worked from the office.

Hours of work

Normal hours of work are 35 per week, excluding breaks. Core office hours are 10am to 4pm Monday to Friday. Flexi-time is applicable to this post. There will be occasional need for out of hours working. This is always by negotiation and time off in lieu will be given.

Salary

The salary for this post will be £28,938 per annum.

Status

This will be a permanent, full-time contract and will be subject to a 6-month probationary period during which time the post-holder will be expected to demonstrate their suitability for the post.

Pensions

You will be automatically enrolled into a Workplace Pension scheme, unless you choose to opt-out.

Travel

Travel associated with this post will be occasional within the TWIC area (i.e. not usually more than once a month) and very occasionally elsewhere in Scotland and the UK (once or twice a year).

Leave

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