



The Wildlife Information Centre

## **Job Description**

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<b>Job Title:</b>	<b>GIS and Data Officer</b>
<b>Location:</b>	<b>Vogie Country Park, Midlothian, Scotland</b>
<b>Responsible to:</b>	<b>Centre Manager</b>
<b>Responsible for:</b>	<b>TWIC volunteers</b>

## **Background**

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TWIC is a small company with an established reputation for excellence in the provision of biodiversity data for both clients and the wider recording community through expertise in environmental data management, information technology and biological recording. This is a unique opportunity to work with a small, friendly team and to be involved in the development of the company. You will be instrumental in maintaining and safeguarding data acquired from volunteer recorders and natural history groups, significantly influencing our growth and enhancing our reputation. Excellent IT skills, organisation and communication and a working knowledge of GIS and data management are essential. Experience of developing, maintaining or updating a website and managing a Recorder 6 database would be an advantage.

## **Purpose of the job**

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Working predominantly within the TWIC office, you will be responsible for: maintaining and developing the TWIC computer systems (notably ArcGIS, Access databases and Recorder 6) and the internal computer network; managing biodiversity data, overseeing the entry of information into the central TWIC database; supporting the acquisition, processing and provision of biodiversity data, ensuring that data are digitised and documented; ensuring that quality control processes are maintained; assisting with the provision and analysis of data and associated services for users; supervising and training volunteers and providing support to the TWIC team.

## **Main Responsibilities**

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### **IT Systems**

1. Maintain TWIC internal computer network including data backup procedures, installing updates and new software and hardware as needed.
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 and TWIC online forum and contribute to TWIC's social media platforms.

### **Data Management**

4. Manage TWIC's biodiversity data including the Recorder 6 database.
5. Ensure thorough application of agreed procedures for acquiring, verifying, computerising, validating and storing data and ensure compliance with GDPR and Creative Commons licencing.
6. Contribute to the development of data management policies and procedures for TWIC by consulting users and recorders, gathering examples of good practice and drafting material.
7. Catalogue data holdings (digital and paper) following agreed procedures.

### **Data analysis and service provision**

8. Service data requests and supply GIS and data products to users to a high standard and using agreed procedures for controlling access to data.
9. Design and develop new and innovative approaches to analysing data and producing products to meet users' evolving needs.

### **Support for recorders/ recording groups**

10. Provide support to recording groups by managing their datasets, supplying data and uploading datasets to the NBN Atlas on their behalf.
11. Provide support for recorders/data users, in particular in data management.

### **Resource Management**

12. Oversee relevant volunteers including providing day-to-day supervision of work programmes and line management, and providing relevant training where required.
13. Provide training to staff in IT, databases and GIS systems.
14. Contribute to the development of projects, by identifying opportunities, gathering information, and preparing proposals.
15. Contribute to the day to day management of the office and facilities.

### **Other**

16. Represent TWIC to users, recorders and partners at a range of meetings and events.
17. Carry out any other tasks required to contribute to TWIC's effective operation.

## Person Specification

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The post holder must be technically proficient in the use of IT and have experience of setting up and running computer networks. 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 biological records centre or other conservation organisation. Existing knowledge of ArcGIS and Recorder 6 will be a distinct advantage.

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

### Skills

- use GIS to display and analyse data (E)
- use Access/SQL to analyse and present data (E)
- effective communication skills, both verbally and in writing, especially dealing with technical issues (E)
- use MS Office suite programmes effectively and efficiently, in particular Word and Excel (E)

### Knowledge and Experience

- management of IT systems including hardware and software (E)
- data management and managing databases (E)
- working in an office environment (E)
- Recorder 6 and its data structures (D)
- online recording and online data repositories (D)
- website management (D)
- biological recording in the UK (D)
- Scottish wildlife (D)
- working with volunteers and recorders (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)
- work in a structured organised way and able to effectively prioritise their workload (E)
- ability to work effectively under pressure (D)
- interest in the natural environment (D)

## **Particulars of Employment**

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### **Place of work**

Normal place of work will be The Wildlife Information Centre, Caretaker's Cottage, Vogrie Country Park, Nr Gorebridge, Midlothian, EH23 4NU.

### **Hours of work**

Normal hours of work are 35 per week, excluding breaks. Normal working hours are 9 am to 5 pm Monday to Friday although 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.

### **Travel**

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

### **Salary**

The salary for this post will be £23,000 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.

### **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.

TWIC strives to be an Equal Opportunities Employer.

**Closing date for applications is Monday 10 June 2019 at 17:00. If you have not been contacted by the interview date your application has been unsuccessful.**

**Interviews will be held on Monday 17 June 2019 at Vogrie Country Park, Midlothian.**