

Ecological Data Officer

Job Description

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

Job title:	Ecological Data Officer (Local Wildlife Sites)
Reports to:	Senior Ecological Information Officer / Director
Responsible for:	No line management responsibilities.
Purpose:	
To make local environmental information as widely available as possible and assist with data collection, data collation, analysis and management.	
Objectives:	
<ul style="list-style-type: none"> Facilitate the collection of environmental data through field survey and survey administration / support. Facilitate the collation and dissemination of NEYEDC's data holdings, and other data to which NEYEDC has access through reciprocal agreements. Participate in the management and analysis of environmental data in line with NEYEDC's roles and responsibilities. Play an active role in the administration of NEYEDC. Promote the work of NEYEDC through publicity and public outreach activities. 	
Principal responsibilities:	
<ul style="list-style-type: none"> Respond to requests for environmental information from a wide range of organisations and individuals. Assist with the acquisition and processing of environmental information to enhance NEYEDC data holdings. Assist with the delivery of NEYEDC products and services. This will include, but not be limited to the administration and organisation of the Local Wildlife Site programmes in East Yorkshire, North Yorkshire and York. Processing data from Local Wildlife Site surveys, which includes importing into NEYEDC databases and preparation of data for consideration by the Local Wildlife Site Panels. Local Wildlife Sites work is envisaged to be 60% of this role. Preparation of internal and external data outputs which may include site, habitat and species data, derived data products, GIS data products and environmental information infographics. Foster the working relationship between NEYEDC and its clients including both data users and data providers. Assist with a variety of projects and use own initiative to develop project ideas in conjunction with senior staff. Contribute to the updating of the NEYEDC communications streams such as website and social media to connect with a wide audience in a professional manner. Undertake promotional and publicity work and assist in the organisation and running of public outreach activities of NEYEDC. Ensure the effective operation of NEYEDC administrative systems in conjunction with senior staff. Other work related to the normal operations of NEYEDC as directed by senior staff. 	

Working relationships:

- Close working with both permanent and contractual NEYEDC staff and volunteers.
- Close working with Local Wildlife Site surveyors, landowners and managers, local authority officers and other stakeholders involved in the Local Wildlife Site process.
- Significant contact with environmental consultants, businesses, public agencies, NGOs and other organisations and individuals in the course of creating and disseminating data products.
- Contact with amateur naturalists and other data providers.
- Contact with the general public through NEYEDC's communications and public outreach activities.

Terms and Conditions

Salary scale:	£20,897 - £24,191 dependent upon experience
Pension:	5% employer pension contribution
Hours of work:	37.5 hours per week
Holiday entitlement:	25 days per annum plus public holidays
Tenure:	Permanent

Person Specification

The following experience, skills and aptitudes are those required for the post of Ecological Data Officer.

Competencies:

- Patient and rigorous approach to data and data management is essential.
- Ability to plan, prioritise, undertake and document work with little direct supervision.
- Ability to create electronic data from hard copy to agreed data standards.
- Ability to manipulate environmental data and develop and use Geographic Information Systems (GIS).
- Ability to plan and administer environmental surveys.
- Communicate clearly and concisely, both verbally and in writing.
- Ability to network and negotiate with a wide range of individuals and organisations.
- Experience of managing professional social media accounts would be advantageous.

Values:

- Passionate about making a difference for the natural world.
- Committed to quality and to continuous improvement.
- Embraces collaboration and partnership working.
- Integrity to build trust and strong working relationships.
- Open to innovation and able to take opportunities when they arise.