

## Hampshire & Isle of Wight Wildlife Trust

### JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
<b>Job Title</b>	Assistant Data & GIS Officer
<b>Department</b>	Nature-Based Solutions
<b>Responsible to</b>	Nature-Based Solutions Officer
<b>Responsible for</b>	Volunteers
<b>Level</b>	B
<b>Place of Work</b>	Beechcroft House, Vicarage Lane, Curdridge, Southampton, Hampshire, SO32 2DP
<b>Budgetary Responsibility</b>	None

2. OVERALL PURPOSE OF JOB
<p>This post is held within Hampshire &amp; Isle of Wight Wildlife Trust's Nature-Based Solutions Department. In order to achieve our ambitions for nature's recovery, we require technical analytical support and expertise to ensure all our decisions are underpinned by sound knowledge and evidence.</p> <p>The main purpose of this role is to collate, analyse and share data in order to inform our work on our nature reserves and conservation projects across both Hampshire and the Isle of Wight. This is a desk-based role and is suited to someone with a desire to pursue a career in the data analysis and GIS field.</p>

3. MAIN RESPONSIBILITIES
<p><b>Data Management and Sharing</b></p> <ul style="list-style-type: none"> <li>• Maintaining the inventory of environmental data for the Trust's Estate using GIS, SharePoint and ArcGIS online.</li> <li>• Assisting with the development of the Trust's repertoire of ArcGIS skills and knowledge.</li> <li>• Supporting the varied GIS and data requirements across the different teams of the Trust.</li> <li>• Working with local records centres and species recording groups to ensure biological data is collated, shared and accessible.</li> <li>• Developing and maintaining ArcGIS Survey123 forms for the collection of survey data such as butterfly, bird, GCN and reptile surveys, and streamlining data collection and presentation processes.</li> <li>• Providing support and training for colleagues on GIS software.</li> <li>• Collaborating with the Wildlife Trusts nationally and representing the Trust at the GIS Steering Group.</li> </ul> <p><b>Data Analysis and Mapping</b></p> <ul style="list-style-type: none"> <li>• Carrying out a wide range of data analysis and mapping requests for NBS and ecology team colleagues, as well as for advocacy, engagement and communication needs Trust-wide (e.g. using StoryMap).</li> <li>• Providing technical and mapping support for our NBS environmental credits sales programmes.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Carrying out externally funded data and mapping projects.</li> </ul>

- Providing project reports to funders and partners.

#### 4. JOB SPECIFICATION / SCOPE OF ROLE

- Management of volunteers required to support data collection and analysis.
- Presentation of work to the executive team and external audiences.
- There will be a requirement to maintain and develop key external relationships with partner organisations such as local records centres, NGO's, Local Planning Authorities and statutory agencies to deliver projects and as part of the Rewilding network.
- Financial administration invoices and purchase orders in line with budgets.
- Occasional out of hours and weekend work will be required.

##### General

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes and procedures.
- Uphold the Trust's Values and Signature Behaviours.
- Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims.
- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.

##### Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. The job description cannot cover every issue or task that may arise within the post at various times. Therefore, the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, or Director.

### Hampshire & Isle of Wight Wildlife Trust PERSON SPECIFICATION

<b>Job Title</b>	Assistant Data & GIS Officer
<b>Department</b>	Nature-Based Solutions

Below is the list of experience, knowledge, skills and personal qualities needed for the above role. Each area is split into Essential and Desirable criteria.

Area A EXPERIENCE
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Moderate experience of carrying out data management for nature conservation and familiarity with biological and environmental datasets.</li> </ul>

- Moderate experience of using GIS systems, carrying out spatial analysis projects and analysing large and complex datasets.

**Desirable:**

- Moderate experience of producing concise and clear scientific reports.
- Moderate experience of technical administration.
- Moderate experience training others in the use of software.

**Area B KNOWLEDGE & QUALIFICATIONS**

**Essential:**

- Right to work in the UK.
- Qualification, degree modules or recognised training in GIS software.
- Good understanding of biological data collection and analysis techniques.

**Desirable:**

- Good general UK species and habitat knowledge.
- An understanding of Nature-based Solutions and landscape-scale conservation, ecosystem function and ecological principles.

**Area C SKILLS**

**Essential:**

- Excellent GIS and mapping skills including use of ArcGIS.
- Excellent data analysis and presentation skills, particularly using Microsoft Excel.
- Strong organisational and prioritisation skills.

**Desirable:**

- Moderate statistical analysis skills, including experience of using software packages such as R.
- Excellent communication skills, verbally, visually and in writing.
- Excellent interpersonal and team-work skills.

**Area D PERSONAL QUALITIES**

**Essential:**

- Affinity with the Trust's Values and Signature Behaviours.
- High standards of professional and personal integrity.
- Approachable and have a friendly manner.

**Desirable:**

- Able to work under pressure and meet deadlines.