Job Description – Biodiversity Data Officer

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| Job Title: Biodiversity Data OfficerDepartment: Conservation Policy & EvidenceReporting to: Biodiversity Record Centre ManagerPlace of Work: Woods Mill and home-based; travel to locations across Sussex will be required |

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| **Job Purpose**To deliver impartial ecological data & information services through Sussex Biodiversity Record Centre (SxBRC) and the Sussex Local Wildlife Sites Initiative (the LWS Initiative).This job description is a reflection of the current position and may change. |

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| **Responsibilities**1. Support delivery of SxBRC data request service, ensuring the service meets agreed standards and response times for commercial and non-commercial users.
2. Produce quotes for data requests for commercial users, in line with the SxBRC charging policy
3. Respond to complex and bespoke data requests, as well as routine data requests
4. Support delivery of Local Wildlife Site (LWS) information management and administrative processes, as a supporting service to the Sussex LWS Initiative.
5. Undertake mapping, communications activities and site-based information management tasks relating to the Sussex LWS Initiative.
6. Carry out Land Registry searches for SxBRC and the Sussex LWS Initiative, and ensure correct handling of associated payments.
7. Provide administrative support to SxBRC and LWS Initiative project meetings.
8. Support SxBRC operations and SWT colleagues, as required.
9. Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
10. Comply with the requirements of Data Protection and GDPR.
11. Have a flexible approach to working hours**,** working unsociable hours, evenings and weekends (and emergency cover), as part of an agreed rota may be required on occasion.
12. Responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of Health and Safety Regulations.
13. Comply with the Trust’s Policies and Procedures.
14. Comply with the Trust’s Behavioural Framework.

The above list should not be regarded as exhaustive, from time to time staff may be required to carry out other such duties as determined by the Trust. |

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| **Key Relationships** Internal1. SxBRC
2. Teams across the whole Trust

External1. Users of ecological data and information
2. SxBRC partners
3. Sussex Local Wildlife Sites Initiative partnership
4. Sussex biological recording community
5. National Biodiversity Network and National Recording Schemes & Societies
6. Association of Local Environmental Record Centres (ALERC) and the London & South East LERCs (LaSER)
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| **Experience**  | ***Essential*** | ***Desirable*** |
| Degree level qualification in a relevant field or equivalent experience at a level appropriate to this position |  | ✓ |
| Working in a customer-facing role, including dealing with telephone and email enquiries | ✓ |  |
| Proven track record in undertaking data entry tasks and filing | ✓ |  |
| Proven track record of managing biodiversity data and information |  | ✓ |
| Experience of working with Local Wildlife Sites data and information |  | ✓ |
| Working with Local Authorities and Statutory Agencies |  | ✓ |

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| **Knowledge** | ***Essential*** | ***Desirable*** |
| Understanding of Local Wildlife Sites systems in Sussex and the UK |  | ✓ |
| Demonstrable understanding of the practice of ecological survey and biological recording | ✓ |  |
| Demonstrable understanding of the planning process in England and the role of biodiversity evidence within it |  | ✓ |
| Sound understanding of UK biodiversity and the major taxonomic groups, including systems of conservation designation | ✓ |  |
| Sound understanding of UK habitats and site designations | ✓ |  |
| Good understanding of nature conservation in Sussex |  | ✓ |

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| **Skills** | ***Essential*** | ***Desirable*** |
| Experience of using digital mapping tools | ✓ |  |
| Proficient in use of Geographic Information Systems, e.g. ArcGIS |  | ✓ |
| Good interpersonal skills and the ability to communicate with customers over the phone and by email | ✓ |  |
| Excellent IT skills including the use of databases | ✓ |  |
| Effective communication, both verbally and in writing | ✓ |  |
| Attention to detail and takes pride in providing a quality service | ✓ |  |

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| **Personal Qualities** | ***Essential*** | ***Desirable*** |
| A demonstrable personal commitment to wildlife and taking effective action for wildlife | ✓ |  |
| Having diversity and inclusion as core values | ✓ |  |
| A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work | ✓ |  |
| A self-disciplined approach to work  | ✓ |  |
| Ability to work co-operatively as part of a team and to support colleagues where appropriate | ✓ |  |
| Imagination, resourcefulness and diplomacy | ✓ |  |
| The ability to have challenging and constructive conversations  | ✓ |  |