

JOB DESCRIPTION AND ROLE SPECIFICATION

GIS and Data Insights Officer - permanent

ROLE PURPOSE

The GIS and Data Insights Officer will provide management, co-ordination and development of the Trust's data in respect of its Geographical Information Systems (GIS), sustainability and organisational performance management. The postholder will manage and enable data-led projects, encouraging exploration of new technologies and innovation and supporting teams across the Trust in cleansing existing data, implementing new data structures and delivering evidence based reporting in support of the strategy.

REPORTING TO: Head of Strategy

LINE MANAGEMENT OF THE FOLLOWING ROLES:

No line management responsibility, although a high degree of matrix working, coordination with other roles will be required.

OTHER WORKING RELATIONSHIPS

Within the organisation

A range of teams across the Trust, including but not limited to our Nature Conservation, Nature Recovery, PR & Communications, Membership, Finance and ICT teams.

Outside the organisation:

A wide range of stakeholders including key partners, external consultants and suppliers.

MAIN DUTIES

GIS

1. Lead the management of GIS data and data structures in support of our Nature Recovery, Nature Conservation and consultancy teams, helping them to maintain, retrieve and collate data, and achieve impactful visualisation and reporting.
2. Co-ordinate GIS policy and practice for the Trust, ensuring that GIS systems are deployed effectively across the whole organisation and to explore opportunities to expand and innovate their use and function for all aspects of the Trust's work.
3. Provide reporting in appropriate formats to a wider range of technical and non-technical audiences within the Trust and to our wider membership, partners and stakeholders.
4. Lead on in-house GIS individual and group training and awareness to uplift skills across the Trust, building capacity and resilience.
5. Support teams across the Trust in making use of mapping programmes, GIS datasets and Story Maps to support a range of activities including PR and communications, membership development, fundraising, project development and evidencing impact.
6. Act as key liaison with the Royal Society of Wildlife Trusts (RSWT) and The Wildlife Trusts federation on GIS development and expansion of its usage.

Sustainability & green finance

7. Co-ordinate the Trust's management and reporting of it's net-zero action plans including collating and submitting the RSWT carbon calculation reporting and working to improve our sustainability data.
8. Develop and adopt relevant data models and reporting to support sustainability and green finance initiatives across the Trust
9. Stay up to date with emerging developments in data and technologies related to sustainability, nature-based solutions and eco system services.

Performance and management data and reporting

10. Develop data models, dashboards and reporting to track key performance indicators (KPIs), and objective key results (OKRs) to provide status updates, trends and actionable insights.
11. Collate and interpret data and present actionable findings to stakeholders in a clear and concise manner through reports, visualisations and presentations.
12. Identify opportunities to improve systems, policies, processes and data quality; manage projects to deploy new solutions and tools to improve performance in collaboration with the relevant teams.
13. Perform ad-hoc analysis and reporting as required and respond to data-related queries from stakeholders.

Other responsibilities

14. Model collaboration across the organisation
15. Act as a representative of Norfolk Wildlife Trust as required.
16. Undertake other ad hoc duties as reasonably requested by and/or agreed with your line manager.

PERSON SPECIFICATION

Essential:

- Excellent understanding and demonstrable experience of using GIS (ideally ArcGIS, ArcGIS online and QGIS), to support the nature conservation, nature recovery and wildlife consultancy teams.
- A clear understanding of and evidence of experience with collecting GPS data in the field and downloading, storing, filtering and transcribing GPS data to GIS.
- Demonstrable experience in the interpreting and quality control of GIS and GPS data
- An understanding of biological recording and data storage, collation, retrieval methods.
- A keen interest in exploring and testing new digital technologies and assessing their value.
- Excellent, demonstrable skills in data analysis and reporting in relation to sustainability and organisational performance data.
- A demonstrable high level of computer literacy with additional high competence in using the Microsoft Office suite and other presentation and reporting software (e.g. PowerBI or similar).
- A confident and proactive problem solver with a willingness to take responsibility, use initiative and be adaptive in order to achieve goals.
- The ability to work effectively individually and in an internal and external team environment.
- Excellent organisational skills, able to work under pressure and experience in managing multiple projects simultaneously, with delivery on time and within budget to meet deadlines.

- Excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence a range of audiences in person, on social media and via written information.
- Open to sharing knowledge and enthusiastic to support the learning and upskilling of staff and volunteers.
- Full UK-valid driving licence and use of a vehicle.

Desirable

- Project management and / or business analysis experience and / or qualifications.
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.

LIMITS OF AUTHORITY

Sign purchase orders and commit expenditure to agreed limits.

HEALTH AND SAFETY

Attached with contract.

RISK ASSESSMENT

Provided with employment contract. Reviewed annually as part of Annual Appraisal.