

# Job Description



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<b>Job Title:</b>	GIS Officer
<b>Job purpose:</b>	To support the GWT Ecological Evidence Team in meeting the GIS needs of the Nature Recovery Network, Gloucestershire's Local Sites system and Gloucestershire Centre for Environmental Records
<b>Salary:</b>	£22,000 (full-time, 2-year fixed term – may include some evening and weekend working)
<b>Responsible to:</b>	GCER Development Manager
<b>Responsible for:</b>	Volunteers
<b>Liaison with:</b>	Gloucestershire Wildlife Trust staff: Ecological <u>Evidence Team</u> : Director for Nature's Recovery, Ecological Evidence Manager, Citizen Science and Evidence Officer, Environmental Records Officer, Ecosystem Recovery Manager, Conservation Projects Manager; <u>Land Management Team</u> ; <u>Volunteer Coordinator</u> (as required for Ecological Evidence Team work); Customers and Partners

## Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 Reserves across the county, all of which offer free access to visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions - <https://www.gloucestershirowildlifetrust.co.uk/about-0/who-we-are/strategic-plan>

At the Gloucestershire Wildlife Trust, we believe in supporting and caring for all our colleagues with honesty. We are rooted in our communities and our aim is to make nature inclusive for all. We pride ourselves in being champions for wildlife, advocating passion and pioneering sustainable methods for nature's recovery.

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

- Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together

ROOTED IN OUR COMMUNITIES – making nature inclusive

- Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature’s recovery

- Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation, creating an infinite circle of life and wellbeing for our countryside.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.

## **Introduction to the role**

Gloucestershire Wildlife Trust’s mission is to connect and improve Gloucestershire’s wildlife and wild places and one of our key strategic objectives is ‘to create bigger, better and more connected places where wildlife can thrive. The Government’s 25 Year Environment Plan called for the creation of a national ‘Nature Recovery Network’ (NRN) and Gloucestershire Wildlife Trust has created a network for the county. This has led to a fundamental change in the Trust’s strategic approach to land management with a shift away from conservation alone, towards proactive habitat creation and ecosystem restoration.

From 2021, the Trust is focusing on a smaller number of large Nature Recovery Zones, based around the organisation’s biggest and best nature reserves and guided by the NRN. Within these areas the Trust aims to enhance, expand, create and connect wildlife-rich sites by working with other landowners and on our own reserves. These Nature recovery Zones cover over 17,000 ha, representing a huge increase from the 1078 ha currently managed by the Trust as nature reserves.

The fundamental role of the Nature Recovery Network (NRN) as the driver of GWT Nature Recovery Zone work necessitates building and maintaining the most accurate habitat inventory possible, incorporating available information and updates from a wide range of sources. This inventory is then used with a series of modelling algorithms to regenerate the NRN map on a periodic basis.

Key outcomes are:

- Produce comprehensive baseline habitat inventories and land cover data for ten Nature Recovery Zones by 2023 in conjunction with citizen scientists, volunteer surveyors, GWT staff and a range of contributing organisations
- Develop and implement spatial analysis techniques to streamline the NRN mapping process
- Maintain the Gloucestershire Centre for Environmental Records sites and habitat GIS data with incoming updates from GWT projects, land management monitoring and citizen scientists
- Contribute nature-related baseline and strategic map layers to the online Gloucestershire Natural Capital Mapping Project, an integrated nature and ecosystem service map maintained by Gloucestershire Local Nature Partnership.

## **Outline of main responsibilities**

- To work with Evidence Team colleagues to ensure a co-ordinated approach to GIS
- To help maintain a high standard of GIS evidence base, data management and outputs
- GIS database editing, digitization, composing map layers, data format conversion and spatial analysis using both common-available applications and bespoke algorithms

- Designing layouts and production of GIS datasets and cartographic outputs
- To provide technical GIS support for GWT staff and volunteers
- To carry out occasional assessments of GWT staff GIS training needs and make recommendations accordingly
- Ensure that current data protection and other GWT policies are adhered to
- Ongoing build and maintenance of the Gloucestershire Habitat Inventory, including digitising field maps and information from ecological reports.
- Supporting the Citizen Science and Evidence Officer to digitise reserve condition monitoring data
- Digitise Nature Recovery Network ground-truthing data and work with the Ecological Evidence Manager to refresh the Nature Recovery Network as required.
- This role is funded via income generated by the Gloucestershire Centre for Environmental Records and the postholder will be involved with activities to support this income.

### **Office, training and personnel**

- Attend meetings and annual appraisals with your manager and identify personal training needs
- Attend meetings with project managers where appropriate
- Minimise work backlogs and prioritise workloads to meet targets

### **General**

- Present a friendly, professional, confident and tidy appearance both online and in person
- To be familiar with GWT Policies and Procedures and implement them as appropriate
- To report any issues which impact on other departments or affect safe working practices
- Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances
- Carry out other duties from time to time as required

### **Person specification**

#### **Experience and knowledge:**

##### *Essential:*

- Experience of using a mainstream GIS application e.g. ArcGIS, QGIS, MapInfo
- Experience of data quality control and use of metadata
- Knowledge of spatially-enabled databases
- Experience of using spatial models
- Experience of using R or Python programming
- Experience of working with environmental data

##### *Desirable:*

- Experience of using QGIS specifically
- Experience of using R, Python or another suitable programming language to facilitate spatial data analysis
- Knowledge of INSPIRE, GEMINI and/or other data quality standards
- Experience of using PostGIS specifically
- Knowledge of GDPR
- Knowledge of ecological habitat survey classifications
- Experience of working with volunteers

## **Skills:**

### *Essential:*

- GIS digitisation
- Excellent time management skills
- Excellent computing skills including ability to learn new applications quickly
- Excellent data management skills
- Able to perform wide range of functions in GIS, preferably in QGIS or ArcGIS
- Excellent oral and written communication skills

### *Desirable:*

- Able to manage individual or groups of volunteers
- Knowledge of working with online mapping software

## **Qualities:**

- Good attention to detail
- Ability to prioritise and meet deadlines
- Enthusiasm, motivation and dedication
- Personal commitment to the environment and wildlife conservation
- Enjoys working in a team and happy to share skills
- Commitment to mentoring others

## **Additional Information**

This is initially a fixed term 2-year post, with a view to extending beyond that if funding permits. It is a full-time, 35 hours per week appointment. Due to the nature of the Trust's work, evening or weekend work may occasionally be necessary for which time off in lieu is given.

A contributory pension scheme is in operation and the post holder is entitled to 21 days of paid leave in addition to public holidays.

The position is based at the GWT Headquarters at Robinswood Hill Country Park in Gloucester. Note that, whilst there will be a place at the Robinswood Hill office at all times, the ability to work from home is desirable as working practice is currently subject to Covid Guidelines issued by GWT. The Ecological Evidence Team currently have a team day in the office every Tuesday. Your manager will provide details and agree your office/home/other working arrangements.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description have to be undertaken, including providing occasional cover for absent staff in order to maintain organisational effectiveness.

## **Training and Development**

As part of its commitment to investing in its people, The Gloucestershire Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

## **Equality, diversity and inclusion**

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination

against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.