



Scottish Wildlife Trust

Data Officer – Fixed term for 3 years
Edinburgh
c£18k pa

This exciting new post will play a pivotal role in delivering our Saving Scotland's Red Squirrel project and provide technical expertise on data management for Trust operations. Working closely with the Data Manager, this will include SWT's in-house GIS system, maintaining nature reserve data and providing digital mapping expertise.

Educated to degree level with proven ability in GIS, you will be a self-motivated and highly organised with excellent attention to detail. An ability to work with people with a range of IT and data management skills is advantageous. Some relevant experience is preferred but exceptional recent graduates may also wish to apply.

For full application pack, see www.swt.org.uk, e-mail recruitment@swt.org.uk or phone the HR Manager on 0131 312 7765.

Closing date for applications is: Monday 22 February 2010

www.swt.org.uk



Scottish Wildlife Trust

JOB DESCRIPTION

Title	Data Officer
Based	Cramond House
Dept/Region	Conservation/National
Line Manager	Biodiversity Data Manager

Overall Purpose of the Job

To provide data management services to the Saving Scotland's Red Squirrels (SSRS) project and to support the development and maintenance of systems that enable the management, storage, analysis and dissemination of site, species and habitat data for SWT's operations as a whole.

Main Duties

Saving Scotland's Red Squirrels (SSRS)

1. Maintain the Scottish Squirrel Database (SSD)
2. Provide GIS data and maps to the SSRS team on:
 - a. Squirrel records & monitoring
 - b. Control Effort
3. Provide a data management service for SSRS team
4. Provide results analysis quarterly and for inclusion in the SSRS final report

GIS & GPS

5. Support the Biodiversity Data Manager in developing and maintaining in-house GIS system (ArcView 9.3)
6. Maintain and where necessary enhance metadata for SWT's spatial digital data.
7. Maintain SWT reserve tenure data
8. Create maps using GIS (to support reserve management planning, acquisitions, communications, fundraising and project proposals).
9. Provide training and support for staff using ArcPad and ArcGIS Explorer to access their data

Biodiversity Data Management

10. Working with the Data Manager, maintain management planning software CMS (Countryside Management System)
11. Working with the Data Manager, maintain species and habitats data with Recorder 6 and the publication of this data via the NBN
12. Respond to requests for data from SWT staff, members, the public, partner organisations and consultants

www.swt.org.uk

Key Internal & External Contacts

- Biodiversity Data Manager
- SSRS Project Manager and Project Officers
- Head of Conservation, Habitats & Species Officer, Head of Reserves, Reserves Managers, Reserve Wardens.
- SWT staff
- SWT volunteer recorders
- Local record centres
- Local squirrel groups
- Statutory and Non-statutory environmental organisations
- SWT IT and information management staff

Personal Specification

Qualifications, Training, Knowledge and Experience	
Essential Qualifications: Degree, HND or equivalent in an environmental, geographical or IT related subject	
Essential Experience: <ul style="list-style-type: none"> • Minimum 1 year experience in similar role or exceptional recent graduate demonstrating all the essential special competencies below 	
Special Competencies, Skills and Abilities	
Essential <ul style="list-style-type: none"> • Skilled user of GIS – preferably ArcView (version 8 or above) • Skilled user of Access & Excel • Driving Licence • Self motivated and well organised with attention to detail 	
Advantageous <ul style="list-style-type: none"> • Conservation Management System (CMS) • Recorder 6 • GPS (including ArcPad) • Visual Basic Programming • Knowledge of broad range of habitats and species • Ability to work with and support people with a range of GIS/IT knowledge 	
Special Requirements:	
<ul style="list-style-type: none"> • Some travel required involving some overnight stays 	
Date	10/11/09
Author	Gill Dowse
Position	Biodiversity Data Manager



Scottish Wildlife Trust

BENEFITS OF EMPLOYMENT WITH THE SCOTTISH WILDLIFE TRUST

First and foremost, we can offer you the opportunity to:

- Work for one of the major players in Scotland's conservation movement
- Work for a good cause and with like-minded people
- Influence Scotland's landscape
- Experience interesting and beautiful locations
- Work in an informal and friendly atmosphere
- Work with colleagues sharing a wealth of knowledge ranging from environmental concerns to management issues

In addition to the above, we also offer:

Pay

Salaries are highly competitive within the conservation sector. The value of salary grades are reviewed annually on the 1st April.

Pension Scheme

The Scottish Wildlife Trust offers a stakeholder pension scheme. The Trust will contribute to this following a six month probation period as follows:

- If employee contributes 2% then the Trust will contribute 3%
- If employee contributes 3% then the Trust will contribute 4%
- If employee contributes 4% or more then the Trust will contribute 5% (this being the maximum the Trust will contribute)

Full-time Hours

Normal working hours total 35 per week.

Flexitime / TOIL

Overtime is not paid however systems exist for utilising flexitime and time off in lieu.

Annual Leave & Public Holidays

25 days paid annual leave per year, increasing to 30 days after five years service. 3 of these days must be used between Christmas and New Year. The annual leave year runs from April to March. SWT recognises 9 public holidays per year. **Part-time**

employees are entitled to the relevant proportion of the full time equivalent total.

Company Sick Pay

Enhanced company sick pay is available to all eligible staff.

Maternity Pay

Enhanced contractual maternity pay available to eligible staff.

Membership Rights

As an SWT employee you are entitled to all benefits enjoyed by the members of the Scottish Wildlife Trust, except voting rights at formal meetings.

**SCOTTISH WILDLIFE TRUST
GUIDANCE NOTES FOR COMPLETING YOUR JOB APPLICATION FORM**

1. It is our intention to appoint the best candidate for every vacancy and to enable us to do this fairly, all applicants should provide relevant information about themselves. This information should relate directly to the responsibilities of the job for which you are applying, which are listed in the job description you have received.
2. The following general points should be complied with:
 - a) Read the job description carefully and ensure that your application takes full account of these.
 - b) Complete all sections.
 - c) Include your name and address on the contact sheet. Do not include your name or address on the application form which will be referenced for this purpose.
 - d) Only include relevant information.
 - e) Do not enclose a CV.
 - f) Use black ink.
3. The following relates to the completion of specific sections of the form:

- **EMPLOYMENT HISTORY**

For each job state the name of your employer, outline your main responsibilities and the give the length of your employment. Bear in mind the need for relevance to the job for which you are applying.

- **INFORMATION IN SUPPORT OF APPLICATION**

Please demonstrate in this section how your experience and abilities relate to the skills and experience that we consider necessary to carry out the duties of the job (as detailed in job description.)

- **REFERENCES**

References may be sought as part of the selection process: that is, before or after interview and prior to any offer of employment being made. Please include one referee whom you would wish us to contact at that stage; your employer will be contacted only if you are likely to be offered the post.

4. Internal Applicants

Internal applicants will apply in the same way as external applicants ie by completion and return of the standard application form. It is not acceptable to request that a copy of the last such form on your file be submitted by way of application. In addition, one of the referees provided must be from an external source.

Please return your completed application along with the supplementary *private and confident* forms attached to the address below:

HR Manager, Scottish Wildlife Trust, Cramond House, Kirk Cramond, Edinburgh, EH4 6HZ.

For further information tel 0131 312 7765. Fax: 0131 312 8705

Thank you for applying for this vacancy. If you have not heard anything within one month of the closing date, please assume you were unsuccessful on this occasion. Unfortunately as we are a charity we do not have the resources to reply to all applicants on an individual basis.

CONTACT SHEET

Application No _____ (for office use)

DATA PROTECTION ACT 1998

The information contained in this contact form will be used for the purpose of communicating to you information in respect of your application and will be held on our applicant database. The information contained in the related application form will only be used for the purpose of considering your suitability for employment and will not be communicated to any agency or person out with the Scottish Wildlife Trust.

Please sign below indicating your agreement to the processing of this information. **We cannot proceed with your application without this consent.**

Signed:

Date:

Surname:

Forenames:

Address:

Day time phone no:

Fax no:

Evening phone no:

Fax no:

E-Mail Address:

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Human Resources
Department,
Cramond House,
Kirk Cramond,
Edinburgh
EH4 6HZ

Application No: _____ (for office use)

POST: _____

How did you learn of this vacancy ie website/word of mouth/publication:

PERSONAL DETAILS

Do you hold a full, current UK Driving Licence	Yes/No
Have you held it for more than 2 years	Yes/No
Do you require a Work Permit	Yes/No

Salary expectations _____ Notice Period _____

EDUCATION/QUALIFICATIONS RELEVANT TO THIS APPLICATION

Subject	Level of Qualification

PROFESSIONAL QUALIFICATIONS

Subject	Level of Qualification

COURSES/SPECIALISED TRAINING ATTENDED

Subject	Level of training

EMPLOYMENT HISTORY

Details of all positions held (including any voluntary work) starting with your current or most recent employer. Continue on separate sheet if necessary.

Employer's name & address	Position/areas of responsibility	Length of employment , reasons for leaving and final salary

COMPUTER SKILLS

Please list all computer software/systems experience and describe level of skill/knowledge

INFORMATION IN SUPPORT OF YOUR APPLICATION

With specific reference to the job description enclosed, please supply further information, experience and achievements relating to the position and state what attracts you to this post.
(continue on separate sheet if necessary)

Previous positions applied for with the Trust and interviews attended (if applicable)

REFERENCES:
 Please provide the names and addresses of two persons willing to act as referees on your behalf, one of whom should be your present or last employer. You should be aware that references may be sought as part of the selection process (i.e. before any offer of employment is made) therefore please include one referee whom you would wish us to contact at that stage. If your application is internal, please provide one referee who is not an employee of SWT.

Name	Address and Telephone No.	Capacity in which he/she has known you

Declaration:

I declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.
Please sign using forename initial and surname only

Signature:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

The Scottish Wildlife Trust is committed to a policy of equal opportunities for its staff, trainees and applicants. In order to monitor the operation of this policy it is necessary to collect information on certain key characteristics of these groups. The data collected forms a confidential statistical record used solely for the purpose of assessing the effectiveness of the policy. The information provided on this form is not made available to any selector. You will greatly assist us by completing this form.

<u>1. Sex</u>				
I am female	<input type="checkbox"/>	I am male	<input type="checkbox"/>	
<u>2. Ethnic Group</u>				
I am	White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	Black-African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	Black-Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Black-Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Indian	<input type="checkbox"/>	Don't know/prefer not to say	<input type="checkbox"/>
<u>3. Disability</u>				
I have a long-term health problem or disability which may affect the kind of work I can do.				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

PRIVATE & CONFIDENTIAL

CRIMINAL CONVICTIONS – DECLARATION FORM

Should you be offered this post you may be asked to undertake a Disclosure Scotland check. It will state on the job description whether or not you will be asked, if you are unsure please contact the HR Department on 0131 312 4731. It will only be posts whose job will involve regular contact with children or vulnerable adults. If this is the case with the post you are applying for, you will be asked to undertake an Enhanced Disclosure Scotland check – this will detail all convictions against you, both spent and unspent.

However if the post for which you are applying does not require a Disclosure Scotland check, please still complete this form but only detail unspent* convictions.

1. Without prejudice, have you at any time been convicted of a criminal offence?

YES/NO

If you answered No, please go to point 5.

2. If 'Yes' please state the dates, the Court where your case was dealt with, the offence and the penalty:

3. Please give details of how you completed the sentence imposed (eg. Did you pay your fine, what conditions were attached to your probation/community service etc). Did you comply with the requirements of the order/custodial sentence?

4. Please give details of the reasons and circumstances that led to your offence(s)

5. Declaration: I certify that all the information contained on this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to dismissal.

Signature_____ Date_____

Name_____ Post Title_____

Note: The information given on this form will be treated in the strictest confidence. Please seal this form in a sealed envelope with your name, address and post title on the front.