

Job Description



**Scottish
Wildlife
Trust**

Title	Knowledge and Evidence Manager
Status	Full Time (35 hrs p/w), Permanent
Based	Edinburgh
Dept/Region	Conservation
Line Manager	Director of Conservation
Direct Reports	Knowledge and Evidence Officer (Edinburgh) , Project Data Officers (as and when appropriate)

Our Mission

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

To lead the development of the Trusts evidence approach to decision making ensuring the appropriate information management systems are selected, utilised and maintained. In addition, to ensure that the Trusts supports open access to information about the natural environment.

Main Objectives

- To lead the development of indicators that inform management decisions in terms of both business and conservation.
- To equip staff with the policies, guidance and tools required to manage and access information more effectively and efficiently.
- To provide leadership in initiatives that provide open access to, and interpretation of, information about the natural environment.
- Provide technical advice and support concerning systems to record, monitor and assess our Living Landscape, major project and wildlife reserve work, and develop and implement internal systems.
- Support the development of the Trust's approach to project excellence
- Build relationships with academic institutes to further research supporting our evidence base and to take forward identified research project for the Trust.
- Ensure the Trust maintains its reputation as a leader in open access to information through engagement with the relevant national initiatives, organisations and groups.

Key Internal & External Contacts

Internally

- Director of Conservation
- Director of Finances and Resources
- Management Team
- Reserves Team
- Living Landscape Programme Manager
- SSRS Project Manager

Externally

- Scottish Biodiversity Information Forum (SBIF)
- National Biodiversity Network (NBN)
- SEWeb
- Association of Local Environmental Records Centres (ALERC)
- Research institutions

Qualifications, Experience (essential/desirable)

- Educated to at least Degree/HND level in a relevant discipline or with substantial experience and competence in developing and managing environmental information.

Essential Experience:... eg

- High degree of technical competence in MS Office Products (specifically Excel, Power Query & Power BI), SharePoint, and online form tools.
- Experience in Dashboard design and effective use of infographics
- Experience in implementing innovative information presentation technologies, such as ArcGIS, ArcPro, Story Maps and ArcGIS Online (AGOL).

Skills and Abilities
<p>Leadership</p> <ul style="list-style-type: none"> • Motivating people to act towards achieving a common goal, through direction, inspiration and effective communication. • Demonstrates leadership across organisations and partnerships and promotes a positive culture. • Experience of line managing staff to develop an effective and productive team <p>Project management and development</p> <ul style="list-style-type: none"> • Experienced at engaging stakeholders to develop concepts and to build projects • Experience of developing projects, identifying funding sources to support their delivery and reporting processes • Experience of managing resources effectively (staff, budgets and tools) <p>Co-ordination and communication</p> <ul style="list-style-type: none"> • Highly organised with ability to co-ordinate activities with a wide range of internal stakeholders • Experienced communicator explaining clearly complex information management at both strategic and operational level using a variety of techniques. • Ability to build and maintain strong working relationships with a diverse range of staff, partners and stakeholders.
Knowledge
<ul style="list-style-type: none"> • Understanding of practical conservation management • Knowledge of ecological networks and measuring ecological connectivity • Budgeting planning and financial control knowledge • Some knowledge of key conservation issues in Scotland • Understanding of current national and UK environmental data recording and management groups, such as the NBN, recording schemes and societies and systems they employ • Knowledge of General Data Protection Regulation (GDPR)

Key competencies	Essential	Desirable
Technology and knowledge (IT)	•	
Organisation and planning	•	
Communication (writing/spoken)	•	
Problem Solving	•	
Judgement	•	
Management	•	
Teamwork	•	
Commitment to organisational culture, values and vision	•	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Full Driving Licence		x	
Protection of Vulnerable Groups membership			x
First Aid Certificate			x
Credit Check			x

Author	Senior Management Team	Date	March 2021
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