



**Somerset  
Wildlife Trust**



**Somerset  
Wildlife Trust  
Consultancy**



# Wilder Somerset

## 2030



More space for nature where wildlife thrives  
with more people on nature's side



**Job description:**  
**Data Officer**  
**Somerset Environmental Records Centre**

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

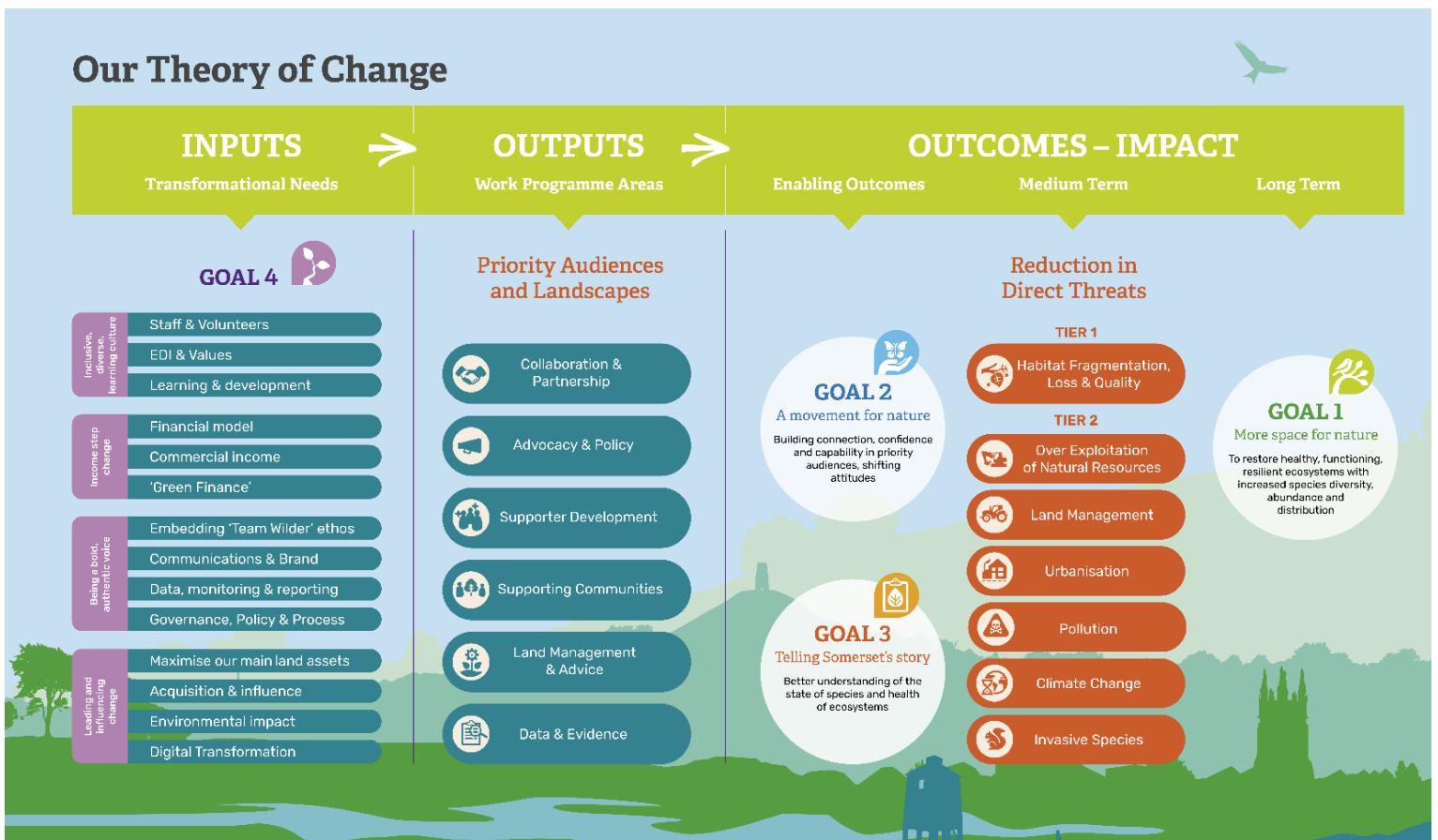
The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our strategy, 'Wilder Somerset 2030' is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of the climate change. Research suggests that if 1 in 4 people in society take action then social tipping points can be achieved and widespread positive change can happen. This underpins one of our key strategic goals and Team Wilder is our delivery approach to inspiring and empowering others to help nature recover.

### Our New Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

### Our New Mission

To champion the change needed to rebalance our relationship with wildlife and the natural world.



## About the post

<b>Job Title</b>	SERC Data Officer
<b>Banding Grade</b>	Level 2
<b>Reports To</b>	Data Manager
<b>Team</b>	Somerset Environmental Records Centre
<b>Job Purpose</b>	To assist in the management of data flow into and out of SERC. Ensuring all associated processes, including data acquisition, collation, synthesis, management, and analysis, are completed with diligence and efficiency. Work with the Data Manager to refine existing systems and processes, and where necessary implement new software & IT architecture solutions, to ensure the centre maintains best practice and innovates.
<b>Position</b>	Permanent 37.5hrs per week. Based at our Taunton office with flexible home working opportunities.
<b>Working Relationships</b>	<b>Internal:</b> CEO, All staff, Trustees
	<b>External:</b> SWT members, the public, suppliers and contacts from other Trusts', specialist advice services, consultants, volunteers
<b>Benefits of working for Somerset Wildlife Trust</b>	<p>We offer some fantastic benefits including:</p> <ul style="list-style-type: none"> <li>• 7% employer pension contribution</li> <li>• Life assurance</li> <li>• An annual professional institution subscription if applicable</li> <li>• Flexible and agile working</li> <li>• Wellbeing support – EAP, wellbeing champions</li> <li>• Diversity networks through RSWT/TWT</li> <li>• Paid volunteer days</li> <li>• Continuous Professional Development opportunities</li> <li>• 33 days of holiday (25 + bank holidays)</li> <li>• Staff social calendar and events</li> </ul> <p><b>The opportunity to make a real and positive difference to nature, communities and the climate</b></p>

## Job Description – Key Responsibilities and Tasks

Principal elements of the role are to assist in the Data Management process within SERC, data governance and policy, data collection and capture, storage, security, integration and analysis. This includes software management and working with existing data and acquiring or accessing new data and evidence from varying sources. You'll help ensure all incoming and outgoing data processes run smoothly, securely and are up to date, to fulfil SERC's mission as the 'go to' ecological data evidence provider for the county.

Whilst working closely with the Data Manager and Head of SERC, there will be opportunities for personal development and to work with other team members in the promotion and growth of SERC, ensuring environmental information is gathered, stored, analysed, interpreted and managed in line with the requirements of the SERC partnership.

## **Responsibility 1: Data Management**

- Helping maintain the integrity of SERC data in the databases and GIS system. This includes the establishment and conformity to SERC IT policies and protocols, ensuring that data integrity is maintained, routine data quality processes are carried out, and data protection legislation is adhered to, for example regarding personally identifiable data such as GDPR.
- Uploading data to the databases as required. Responsible for the smooth and timely transfer of data between databases/systems, such as uploads from Mapmate files and NBN uploads/extracts, discussing and resolving technical issues as necessary.
- Carrying out the analysis of SERC's data holdings and identifying gaps at least annually in order to inform the following year's activities.
- Undertaking SLA deliverables regarding data extracts in a timely and accurate manner as required by each Service Level Agreement.
- Providing technical input to the development of SERC software applications to assist SERC in streamlining its services and developing its products.
- Working with the SERC Data Manager and team to optimise SERC's Engineering Data Management Process to facilitate current and future mandatory Government policies, such as BNG etc.
- Actively sharing IT and systems knowledge and skills with colleagues and volunteers.

## **Responsibility 2: Data Security**

- Working with the SERC Data Manager to continually maintain robust systems and processes, and seek improvements in data security, for example embedding metadata into spatial outputs etc.
- Ensuring backup arrangements are adequate, ensuring data is as secure as it can be and that recovery procedures work as expected.
- Implementing the correct processes, tools, and controls to secure and protect SERC's databases against accidental and intentional threats. Secure sensitive data and maintain the confidentiality, availability, and integrity of the databases and associated applications, systems, physical and virtual servers, including all other storage medium held on and off-site, and network infrastructure.

## **General**

- The job holder is required to follow and comply with all policies and procedures of Somerset Wildlife Trust which include our health and safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Somerset Wildlife Trust Values all areas of work.
- To work collaboratively with other Wildlife Trusts to share learning and achieve greater impact collectively.
- Somerset Wildlife Trust is committed to creating a more digital culture across the organisation. We aim to become more collaborative, agile and efficient through the use of digital technology. A basic level of digital skills is expected of all staff with the opportunity to improve these skills with career progression.
- Somerset Wildlife Trust has an Equality, Diversity and Inclusion Plan and is committed to continuing to improve the equality, diversity and inclusion of every aspect of our work; we know we need to engage with everyone to live our Values and achieve our goals. We welcome applications from everyone and are happy to discuss any accommodations or arrangements that would make the recruitment process better for you, and the working environment should you be employed.



**PERSON SPECIFICATION**

To succeed in this role you will need to demonstrate:

	<b><i>Essentials</i></b>	<b><i>Desirables</i></b>
<b>Qualifications</b>	<p>Educated to degree level or with an equivalent level of training or professional experience.</p> <p>Full driving license.</p>	<p>Pattern of training/qualifications specific to conservation.</p>
<b>Experience/Knowledge</b>	<p>Minimum of two years working in IT.</p> <p>Ability to use a broad range of software packages and programs such as R Markdown, R Studio, Python to develop IT solutions.</p> <p>An understanding of data security, and relevant policies and procedures relating to data licensing and use</p> <p>An understanding of the range of applications of GIS mapping &amp; associated habitat classification – and how these can be displayed i.e. including slope, aspect and other geographical or environmental dynamics</p> <p>Applied use of AI &amp; working knowledge of its strengths and weaknesses</p>	<p>Coding and programming knowledge, as well as an understanding of data structures, software design patterns and effective use of the AWS platform, in conjunction with modelling software to create bespoke products.</p> <p>Applied experience in natural capital and ecosystem service modelling</p>
<b>Skills</b>	<p>Excellent IT skills including working knowledge of Postgres/PostGIS databases and their management and capabilities</p>	<p>Knowledge of the use and design of systems and processes to store and interrogate data securely, and the ability to develop interoperable frameworks</p>

	<p>Excellent time management skills and the ability to prioritise/manage a varied workload</p> <p>Ability to problem solve, to meet SERC's long-term strategic needs or work 'on the fly' to enable continuity in the delivery of services on a day-to-day basis</p> <p>An ability to present relevant information in a layman-friendly manner.</p> <p>Willingness to keep learning programming skills to maintain up to date relevance, and self-identify sources of relevant material/processes.</p>	
<p><b>Attributes</b></p>	<p>An excellent team player, but also able to work on own initiative &amp; with a high degree of autonomy</p> <p>Positive, creative &amp; resilient – open to new ideas/self-learning &amp; flexible in approach.</p> <p>Motivated self-starter, keen to contribute to the development and progression of SERC.</p> <p>Calm under pressure</p>	



## SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

### Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can contribute to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

### To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.



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