**GIS & Data Officer, Newt Conservation Partnership**

Are you passionate about freshwater conservation and the protection of great crested newts? Do you have strong GIS skills, a meticulous approach to data management and value working collaboratively?

A new opportunity has arisen to join the Newt Conservation Partnership as GIS & Data Officer to support our efforts to create and manage high quality habitat for great crested newts. This is an exciting time to join our team as we expand to maximise our impact for freshwater habitats and species.

**Job description**

Contract: permanent, full-time.

Location: Office-based in the Freshwater Habitats Trust Oxford Office preferred, or hybrid working. Remote working possible for the right applicant.

Responsible to: Operations Manager, Newt Conservation Partnership.

Responsible for: Data management, GIS and data processes integral to the delivery of great crested newt compensation habitat for the NatureSpace schemes; working closely with and supporting the conservation delivery teams; working collaboratively with the Monitoring Officer to support data collection and collation; and reporting to the regulator.

Salary range: £27 to £30k depending on qualifications and experience.

**Background**

**Newt Conservation Partnership**

Newt Conservation Partnership (NCP) is a community-benefit society whose main purpose is creating and managing high-quality habitat for great crested newts through proactive engagement with a variety of landowners. We receive funds from NatureSpace to compensate for the impacts of development on great crested newt populations, at the same time providing new habitats for many other wetland plants and animals. Our work is underpinned by a spatial strategy and we work at the landscape scale. We have an extensive monitoring programme, and generate critical data for assessing the success of the NatureSpace schemes, including district licensing in 11 counties and organisational licences for large infrastructure organisations. We work closely with our partners Amphibian and Reptile Conservation and Freshwater Habitats Trust and follow their best practice guidance for great crested newt habitat creation and restoration. [www.newtpartnership.org.uk](http://www.newtpartnership.org.uk)

**Our Partners**

**Amphibian and Reptile Conservation** (ARC) is the leading independent non-governmental organisation for the conservation of amphibians and reptiles. Actively working to conserve wildlife and to provide the voice it needs to survive into the future, the ARC’s manifesto promises to make a positive difference towards conserving biodiversity, to challenge the threats to it and to help people gain access to nature. <https://www.arc-trust.org>

**Freshwater Habitats Trust** (FHT) is an ambitious conservation charity, which works to protect UK and European freshwater wildlife through practical, evidence-based and innovative nature conservation projects. Our organisation is well respected nationally and internationally, working with a national network of UK-based partners, the Wildlife and Countryside Link organisations, and the European Pond Conservation Network. <https://freshwaterhabitats.org.uk>

**NatureSpace Partnership** (NSP)

Together ARC and FHT work to enable the Newt Conservation Partnership deliver compensation habitat creation, monitoring and management for NatureSpace Partnership’s District Level licensing and Network Rail schemes. Since 2018, hundreds of developers have been approved to use the local planning authorities’ District Licences – meaning over £6.2 million has been put directly into creating or restoring hundreds of clean water ponds and terrestrial habitat. https:// naturespaceuk.com

**Role**

The GIS & Data Officer will be responsible for managing geospatial, biological and other data collected at NCP’s great crested newt compensation sites. The post holder will manage the growing datasets which underpin all our work, liaising internally and externally to ensure they remain up-to-date and of high-quality across our information management systems.

The GIS & Data Officer will also support the practical delivery team by providing spatial data for the development of compensation sites and, once the site has been delivered on the ground, contributing to site completion processes, including quality control and database input. Compensation site data is reported to our funder, NatureSpace and to Natural England, the regulator, so the successful candidate must demonstrate exceptional attention to detail and a high level of consistency throughout their work.

An important aspect of the role is to maintain and improve ArcGIS tools and applications including for mapping and field surveys. The GIS & Data Officer will also provide training as required by the delivery and core teams. The successful applicant will work closely with the Monitoring Officer and there will be opportunities to be involved in our extensive compensation site monitoring programme. This position requires a strong understanding of GIS and a meticulous approach to data management.

This is a critical role to support a new phase of expansion for NCP, and we are looking for someone who will thrive working as part of a small and friendly team dedicated to the practical conservation of great crested newt.

**Job description**

**Data management**

* Maintain accurate, up-to-date datasets in both tabular and spatial formats.
* Design, improve, and maintain data processes to ensure consistency and quality across our systems.
* Liaise with internal teams to ensure understanding and adherence to data systems.
* Conduct detailed reviews of compensation habitat data, use GIS models to analyse and input results into NatureSpace's CRM system.
* Enable the timely and accurate exchange of data with our partners and local record centres.

**Enable practical team’s use of GIS tools and systems**

* Maintain and improve the GIS tools we use for practical delivery work and data collection, such as ArcGIS applications (Survey 123 and Field Maps) and cloud-based GIS collaborative working systems (ArcGIS Online).
* Provide the practical delivery team with relevant spatial data to support compensation site delivery (e.g. gcn records, Ordinance survey maps etc.).
* Provide GIS training and support to Project Officers including guidance on layer display, mapping tasks and site completion data collation. Troubleshoot GIS-related issues and provide technical support.

**Reporting to the regulator**

* NCP reports biannually to the regulator, Natural England, and the GIS & Data Officer will be responsible for working with the Core Team to provide up-to-date, accurate data for submission as required.
* Support the Monitoring Officer with data collection planning (via Survey 123), data collation and mapping.
* Collaborate with the Monitoring Officer to produce site access and monitoring results maps for all compliance and population monitored sites ready for reporting to Natural England and to support communications activities.
* Maintain regular communication with NatureSpace’s data team to ensure good collaboration around data exchange and for reporting to the regulator.

**Team working**

* Follow NCP’s internal information management systems to the benefit of the wider team.
* Understand and support NCP’s conservation goals and represent NCP’s views professionally in all your work.
* Understand NatureSpace’s licensing schemes, including the legal requirements for compensation delivery.
* Contribute positively at meetings and foster a collaborative working environment.

**General**

* Ensure compliance with health and safety (H&S) and human resources (HR) policies.
* Undertake other duties as required by your line manager or senior staff.

**Person specifications**

**Experience/skills**

* Degree in Geography, Environmental Science, GIS, or a related field (2:1 minimum).
* 2 years of experience in a similar role.
* Proven understanding of GIS principles and applications.
* Professional experience using ArcGIS software.
* Professional experience managing datasets.
* Capable of troubleshooting technical issues efficiently.
* Strong IT skills, especially Excel.
* Effective communication skills.
* Understanding/experience of CRM systems and/or databases.

**Desirable Criteria**

* Master's degree in a relevant field (Geographical Information Science/Systems, Data Management).
* Experience working with environmental data.

**Personal qualities**

* Self-motivated and able to work independently, and potentially under remote supervision.
* Proactive in identifying areas for improvement and implementing solutions.
* Meticulous attention to detail and consistency in data management.
* Strong time management and organisational skills.
* Effective communicator internally and externally.