

Guernsey Nature Commission LBG
Data Administrator, Guernsey Biological Records Centre

About the Nature Commission

The Nature Commission is an independent charitable organisation, working with businesses, government, the third sector and the public to enhance the Island's natural environment and promote greater native biodiversity. The Nature Commission is working to reverse the decline in biodiversity by protecting and enhancing Guernsey's natural environment for the health of our economy and the wellbeing of our Island community. By working with and building on the substantial contributions made by other charities, the Nature Commission harnesses and amplifies a collective 'voice for nature'. It acts as an enabler and a champion.

About the Guernsey Biological Records Centre (GBRC)

The GBRC is the centralised storage location for biological records pertaining to Guernsey and Herm (and associated territorial waters), providing a fundamental resource for informed decision making as well as a source of educational and scientific data. The mission of the GBRC is to collate, manage, and share information about all aspects of Guernsey and Herm's wildlife, ecology, and natural environment. The aim is to manage the evidence-base to help sustain and enhance the biodiversity of our islands to enrich the lives of local communities and future generations.

The GBRC was established in 2003 as a partnership between the States of Guernsey and La Société Guernesiaise and is now managed and operated by the Nature Commission on behalf of the States of Guernsey.

The role of the Data Administrator

The Nature Commission has several workstreams, including delivering the GBRC core services, environmental education programmes, public outreach and engagement, monitoring against and evaluating environmental indicators, building the ecological evidence-base and associated baseline, and reporting and communicating progress and results through regular outputs.

The management and availability of data is essential to the success of the Nature Commission, and key to ensuring that decision making by government and others is informed and evidence based. The Nature Commission has as a Contract with the States of Guernsey regarding the management and operation of the GBRC; the Data Administrator will have an essential role in this workstream, with input from other Nature Commission staff as needed. Additionally, the accessibility of biological data is an indicator in the 2020 Strategy for Nature, regarding sharing and using information effectively; the Data Administrator will sit at the heart of this workstream within the GBRC.

The Data Administrator reports to the CEO, or such other persons as the Nature Commission may determine. The role is permanent & part-time, for a total of 21 hours per week although this is negotiable.

Ideally, the successful candidate would be based in Guernsey and available to work in-person with the Nature Commission team.

Key areas of responsibility

(1) Data collation, processing, storage, cleaning, preparation, maintenance and distribution

The Data Administrator will:

- Act as the Data Protection Officer for the GBRC and the Nature Commission;
- Filter data, handle missing values, and prepare datasets for analysis to ensure accuracy and relevance;
- Process and input new data received, as well as any historical data received from the States of Guernsey or that is held by the GBRC;
- Maintain the collection of baseline data that will inform various strategic workstreams under the States of Guernsey Strategy for Nature;
- Make biological data publicly available for non-commercial uses, primarily by uploading data to an Indicia platform, CiRecord (a Drupal website linked to the UK Biological Records Centre's data warehouse), as well as other sources such as the National Biodiversity Network Atlas as required;
- Ensure the upkeep of databases and systems and identify opportunities for process enhancement;
- Keep up to date with and follow changes in relevant regulations, policies, best practice guidance regarding data management and controlling access to data, and the latest computer systems and technology used to collate and analyse data;

(2) Data exploration, visualisation, and interpretation

The Data Administrator will:

- Explore data, identifying patterns and relationships;
- Where capability allows, create visual representations of data findings through plots, dashboards, and other visual aids to make the data understandable at a glance, and interactive where appropriate.
- Assist on the production of Guernsey's 5-yearly State of Nature report(s) and associated products, providing information regarding available data assessment of data collection methodologies and any limitations to the methodologies and its interpretation as a result. Develop and provide data assessments, and/ or provide advice for Nature Commission staff, individuals, communities, landowners and government on data held within the GBRC;

(3) Reporting

The Data Administrator will:

- Document, process and manage paperwork and filing in relation to the key areas of responsibility, for example keeping data request logs and drafting agendas for meetings of the steering group;
- Prepare technical and progress reports and present findings as needed, communicating with stakeholders on GBRC data activities and outcomes;
- Set up and lead administration of the GBRC Steering Group

(4) Collaboration and development

The Data Administrator will:

- Serve as an ambassador for the Nature Commission and the GBRC;
- Identify opportunities for future growth and development;
- Contribute ideas about changes to internal policies and processes, based on experience in the role and best practices in data management;
- Establish and extend relationships with members of ecological data management communities locally and internationally, including other Channel Island biological records centres, the National Biological Records Centre, the National Biodiversity Network, and the Association of Local Environmental Records Centres;

- Engage with and lead data-related volunteers, including students and members of the community acting as data verifiers for local records.
- Consult users and recorders on the use and release of information to third parties.

The Data Administrator may be required to undertake other duties from time to time as the Nature Commission may reasonably require, where relevant to the role.

Personal Specification

Overview

The Data Administrator is organised, with excellent analytical and critical thinking and good communication skills. They act with confidence and can lead and motivate others. The Data Administrator has a keen interest in furthering their professional development. More specifically, the Data Administrator has the following characteristics:

Essential

- A qualification in Computer Science, Maths, Information Management, Statistics, or a comparable discipline, or alternative appropriate qualification/ certification in relation to data science;
- Practical experience with statistical software (such as Excel, SPSS, SAS) and basic understanding/ familiarity of data analysis languages such as R, SQL, or Python.
- A good level of mathematical ability and problem-solving skills, with a track record of analytical and critical thinking;
- Adept at simplifying complex data insights for audiences without a technical background;
- Willingness to upskill in data analysis and mapping, to conduct exploration, analysis, visualisation, and interpretation in the future;
- A self-starter, able to act on own initiative and to organise, plan and prioritise own workload to meet deadlines, and able to work independently as well as part of a team;
- A methodical and logical approach to work, with excellent attention to detail;
- An understanding of the ethics of gathering and working with data;
- Strong written and verbal communication skills, with the ability to write reports/ give presentations that are succinct and informative;
- Excellent IT skills;
- Enthusiasm and excitement for ongoing professional learning;
- Experience of successfully coordinating, managing, or working with volunteers;
- Ability to effectively handle multiple activities and situations simultaneously.

Desired

- Prior professional experience in data analysis or a related field;
 - Project management skills, and experience in leading projects;
 - Some experience with website management, for example content management using WordPress;
 - Experience of meeting budgeting and compliance requirements.
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Remuneration & Working Hours

This is a permanent part-time role. The hours are negotiable.