Guernsey Nature Commission LBG
Data Analyst, Guernsey Biological Records Centre

About the Nature Commission
The Nature Commission is an independent charitable organisation, working with business, 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 Analyst
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 quality 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 Analyst will be 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 Analyst will sit at the heart of this within the GBRC.

The Data Analyst reports to the CEO, or such other person or 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. However, the role location can be flexible depending on the location of the preferred candidate.

Key areas of responsibility

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

The Data Analyst 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 historical data received from the States of Guernsey;
- Maintain the collection of baseline data that will be inform various strategic workstreams under the States of Guernsey Strategy for Nature, including habitat and species evaluations;
- Make biological data publicly available for non-commercial uses, primarily through an Indicia platform, through the Channel Island Records Centre (CiRecord) platform (Indicia Warehouse, linked to a DrupalMultisite) and associated Bailiwick of Guernsey website, and to other sources such as the National Biodiversity Network Atlas and through a data search service 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, analysis, visualisation, and interpretation

The Data Analyst will:

- Use statistical tools and techniques to explore and analyse data, identifying patterns, relationships, and trends;
- Where capacity 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.
- Act as the data lead on the production of Guernsey's 5-yearly State of Nature report(s) and associated products, including data analysis, data visualisation, and assessment of data collection methodologies and any limitations to the analysis and its interpretation as a result.

(3) Reporting

The Data Analyst will:

- Document process and manage paperwork and filing in relation to the key areas of responsibility;
- Develop and provide data analysis, assessments, and/ or provide advice for Nature Commission staff, individuals, communities, landowners and government on data held within the GBRC;
- Prepare technical and progress reports and present findings as needed, and communicate to stakeholders and on NC and GBRC data management and sharing activities and outcomes, progress towards targets etc to key partners;
- Assess computer-generated reports and other outputs to identify and rectify errors;

(4) Collaboration and development

The Data Analyst will:

- Serve as an ambassador for the Nature Commission and the GBRC;
- Set- up and lead administration of the GBRC Steering Group
- Identify opportunities for future growth and development;
- Contribute ideas about changes to internal policies and processes, based on experience in the role and best practice 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 community individuals;
- Consult users and recorders on the use and release of information to third parties.

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

Essential

- A bachelor's degree in Computer Science, Maths, Information Management, Statistics, or a comparable discipline, or alternative appropriate qualification/ certification in relation to data science;
- Possess a solid foundation in statistics and practical experience with statistical software (such as Excel, SPSS, SAS) and mastery in data analysis languages such as R, SQL, Python.
- A high level of mathematical ability and problem-solving skills, with ability to analyse, model, and interpret data, with a track record of analytical and critical thinking;
- Adept at simplifying complex data insights for audiences without a technical background;
- 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, with experience in a range of operating systems (such as ArcGIS/ QGIS or other Geographical Information System) and modelling software;
- Enthusiasm and excitement for ongoing professional learning.

Desired

- Hold, or be working towards, membership with a relevant professional institute, such as the Institute of Analytics (IoA) or the Royal Statistical Society, with an aim to achieving Chartered status;
- Prior professional experience in data analysis or a related field;
- Experience of successfully coordinating, managing, and working with volunteers;
- Project management skills, and experience in leading projects;
- Ability to effectively handle multiple activities and situations simultaneously;
- Experience of meeting budgeting and compliance requirements.

Renumeration

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

Last reviewed 20/01/2025