



The Biodiversity Information System for Cheshire, Halton, Warrington and Wirral

Patron: Professor David Bellamy
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RECORD
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Position	Data Support Officer
Contract type	6 month full-time (35 hours per week) fixed-term contract
Location	Based at the RECORD Office (Cedar House, Chester Zoo, CH2 1LH). There is the opportunity for some home working and some travel to events is likely to be required (expenses paid). Please note we are in the process of moving office premises so the exact location of work may change. The new location will be within the Chester area.
Pay	The rate of pay is: £21,500 per annum

About RECORD

RECORD is the local environmental records centre for Cheshire, Halton, Warrington and Wirral. We are a wildlife conservation organisation and our mission is to further the appreciation, understanding and protection of the Cheshire region's wildlife and habitats. Our main role is to collect and manage information on the natural environment from this area. We aim to make wildlife recording accessible and attractive to everyone, for the benefit of both people and the environment.

Role description

The main purpose of the role is to support the delivery of RECORD project work and provision of support for core staff in their roles. You will be joining us at an exciting and busy time in the development of our organisation. The role will involve collating, analysing and reporting on a range of biodiversity data, using your excellent interpersonal skills to provide support for clients, staff and volunteers.

The postholder will play a key role in helping deliver our Data Search Service; support ongoing GIS and project work and assist in the management of incoming data.

The position reports to the RECORD Manager and will involve supporting colleagues, volunteers and interns.

Main responsibilities

- Act as front-line support for our commercial clients in the ecology industry. This will involve email and telephone correspondence with clients.
- Generate and send quotes for data search requests.
- Take responsibility for invoicing, tracking payments and chasing up unpaid invoices.
- Assist with the production of data search reports.

- Support the delivery of GIS projects – this will include digitisation of paper maps, quality checking outputs produced by others and general project organisation.
- Help to manage the flow of incoming data. This will involve ensuring that data is filed correctly, securing permissions from recorders to enter data into our database and preparing data entry instructions for volunteers.
- Support our Data and GIS volunteers by answering queries and providing help in using our various systems.
- Work with interns to sort through our library of historical paper data, ensuring this is accurately filed and digitised.
- Support other aspects of RECORD's operations, for example assisting with delivery of recording days and other events.

	Required	Desirable
EXPERIENCE AND QUALIFICATIONS		
Degree or equivalent qualification in an environmental subject	✓	
Experience with data management (working with large datasets)	✓	
Use of GIS software	✓	
Customer service – in particular dealing with professional clients	✓	
Experience working with volunteers		✓
Experience managing invoicing and payments		✓
KNOWLEDGE		
An understanding of basic taxonomy	✓	
An understanding or awareness of biological recording	✓	
UK species identification		✓
Knowledge of UK habitats and habitat survey methods		✓
How to manage data in accordance with GDPR		✓
SKILLS AND ABILITIES		
High level of computer literacy and competent using standard Microsoft Office software (Excel, Word, Teams, Outlook etc.)	✓	
Ability to use GIS software (e.g. QGIS)	✓	
Comfortable learning how to use new software	✓	
Excellent written and verbal communication skills	✓	
Ability to use data management software, e.g. My SQL, R, Recorder 6		✓
PERSONAL QUALITIES		
Enthusiasm for UK wildlife and the desire to learn more about it	✓	
Good organisational skills and the ability to use initiative	✓	
Able to work independently and as part of a busy team	✓	
Excellent attention to detail	✓	

Details of Employment

A. Salary

The RECORD Data Officer salary is £21,500 per annum (pro-rata).

B. Leave

Annual leave allowance is 25 days per year, in addition to public and bank holidays.

C. Hours of Work

Standard hours are a five day, 35 hour week, exclusive of lunch breaks. A flexi-time system is in place, as is a system of time off in lieu for any unsocial hours worked. Job share applications will be considered (RECORD supports job sharing as part of its commitment to equal opportunities and as a method of helping its staff create a balance between work and home life).

D. Probationary period

All new employees will be required to undertake a period of probation for 3 months, in which time they will be expected to establish their suitability for the post.

E. Location

This post will be based at RECORD's offices at Cedar House, Chester Zoological Gardens, Caughall Road Chester. The need to travel within the Cheshire area as well as elsewhere in the UK may also occur.

F. Duration of the contract

The post is a full time, fixed term position.

G. Travel

The post-holder will normally be expected to use their own transport for any business trips which cannot be easily made using public transport. An allowance of 45p/mile will be paid.