



## JOB DESCRIPTION

<b>Job Title</b>	GIS Officer
<b>Responsible to</b>	Landscape Recovery Manager
<b>Responsible for</b>	Volunteers, Trainees

### Main Duties & Responsibilities

#### 1. Lead on the development of Derbyshire Wildlife Trust's GIS use:

- Work with colleagues to ensure a co-ordinated approach to GIS;
- Help maintain a high standard of GIS evidence base, data management and outputs;
- GIS database editing, digitisation, composing map layers, data format conversion and spatial analysis using both commonly-available applications and bespoke algorithms;
- Working with others, design layouts and produce GIS datasets and cartographic outputs, including the use of Storymaps to tell our stories to the wider public;
- Provide technical GIS support for DWT staff and volunteers;
- Carry out occasional assessments of DWT staff GIS training needs and make recommendations accordingly;
- Ensure that current data protection and other DWT policies are adhered to;
- Ongoing build and maintenance of the Derbyshire Habitat Inventory, including digitising field maps and information from ecological reports;
- Support the digitisation of reserve condition monitoring data;
- Digitise Nature Recovery Network ground-truthing data and work with the Head of Nature Recovery Networks to refresh the Nature Recovery Network as required.



## 2. Other

- Use specialist skills and experience alongside other colleagues to ensure the integrated delivery of the Trust's strategic objectives and priorities.
- Act as an ambassador for the Trust, promoting the Trust at all times.
- Use every opportunity, commensurate with other duties, to promote membership of the Trust.
- Ensure a high level of professionalism in all dealings with the public.
- Ensure continuous development of skills and knowledge.
- Comply with all policies and procedures as well as any H&S, legal or contractual obligations.
- To report any issues which impact on other departments or affect safe working practices
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by line manager.

## 1. Person Specification

<b>Person Specification – GIS Officer</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
• Degree or equivalent in relevant subject (or relevant experience)	X	
• Full UK Driving Licence (preferably clean).		X
<b>Skills and Experience:</b>		
• Extensive experience with a mainstream GIS application (ArcGIS, QGIS, MapInfo)	X	
• Experience of data quality control and use of metadata	X	
• Experience of working with environmental data	X	
• Ability to perform a wide range of functions in GIS, ideally in QGIS and ArcGIS	X	
• Experience of using QGIS specifically		X
• Experience of using spatial models		X
• Experience of using R or Python programming to facilitate spatial data analysis		X
• Preparation of Storymaps to share information with others		X
• Knowledge of ecological habitat survey classifications		X
• Experience of working with volunteers		X
• Experience of managing volunteers		X
• Knowledge of online mapping software and migrating to database operation of GIS systems		X
• Experience of using QGIS specifically		X
<b>Knowledge and Understanding of:</b>		
• Data Protection Legislation	X	
• Nature Recovery Networks	X	
• Natural Capital and Ecosystem Services	X	
• Volunteering and community engagement.		X

<b>Personal Qualities</b>		
• Good attention to detail	X	
• Personal commitment to addressing the climate and ecological emergencies	X	
• Ability to work independently and as part of a team, with a desire to share new skills	X	
• The ability to form and maintain productive relationships with a variety of busy organisations and individuals.	X	
• A positive and proactive approach to problem solving and prioritising	X	
• A talent for thinking and working in a flexible and creative way.	X	
• Sound judgement with a calm, confident, mature and pragmatic approach.	X	

<b>Our Values</b>
<b>Integrity</b> – we do what we say we will do
<b>Visionary</b> – We have a clear picture of where we are heading
<b>Inspiring</b> – We are innovative, creative, passionate and outward looking
<b>Effective</b> – We continually challenge the effectiveness of our processes

## **2. Job Context**

### **Job Title: GIS Officer**

Derbyshire Wildlife Trust's mission is to connect and improve Derbyshire's wildlife and wild places and one of our key strategic objectives is 'to create bigger, better and more connected places where wildlife can thrive. The Government's 25 Year Environment Plan called for the creation of a national 'Nature Recovery Network' (NRN) and Derbyshire Wildlife Trust is working towards creating a network for the county. This will lead to a fundamental change in the Trust's strategic approach to land management with a shift away from conservation alone, towards proactive habitat creation and ecosystem restoration.

The fundamental role of the Nature Recovery Network as the driver of Derbyshire Wildlife Trust's Priority Landscape Area work necessitates building and maintaining the most accurate habitat inventory possible, incorporating available information and updates from a wide range of sources. This inventory is then used with a series of modelling algorithms to regenerate the NRN map on a periodic basis.

The GIS Officer will help DWT work at a landscape scale, achieving the impact that we need to. The role will be based at the Trust headquarters, currently located in Middleton by Wirksworth, although some home working will be encouraged. Some occasional evening and weekend working will be necessary. Travel within Derbyshire is required, with occasional travel outside Derbyshire and overnight stays possible.

### **Derbyshire Wildlife Trust**

We're a small charity, with big ideas! We believe that everyone has their part to play in Nature's recovery. We are the only organisation in Derbyshire working to protect and enhance wildlife and wild places throughout the county but through our work with businesses, other conservation charities, and the public we are mobilising others across the county and the rest of the UK to act for wildlife. As a registered Charity, we are supported by 16,000 members and are part of a movement of 46 Trusts with a collective membership of over 800,000.

Our purpose is to achieve our vision of a Wilder Derbyshire by creating Nature Recovery Networks. We aim to deliver our vision by leading Nature's Recovery, inspiring people and communities to care and mobilising people to act. All our work is underpinned by our values. Our Charity is growing, we currently employ 60 people and, crucially, are supported by over 500 volunteers. We have two delivery teams; Nature's Recovery and Income Generation, supported by the Finance and Resources team. Each team has a Department Director who reports to the Chief Executive who is responsible for the operations of the Trust and who, in turn, reports to the Board of Trustees which governs the organisation.

We're committed to equality, diversity and inclusion and believe that everyone should have access to nature. We expect our people to work harmoniously with each other and with volunteers, and to provide help and guidance to others when needed. As a small charity, our employees should be willing to be flexible about working arrangements and willing to provide occasional cover for absent staff. We want our people to develop professionally and personally while working with us and employees are encouraged to participate in the range of opportunities available to enable this.