



## INFORMATION FOR APPLICANTS

The National Biodiversity Network Trust

### **Background**

The National Biodiversity Network Trust is a charitable organisation with a membership that shares biological data and information under the banner of the National Biodiversity Network, usually referred to as the NBN. The NBN membership includes most of the UK's national biological recording schemes and societies, many of the UK's largest wildlife charities and Local Environmental Record Centres, as well as government agencies, research institutions, museums, botanic gardens and members of the public.

The NBN Trust was set up as an independent charity in 2000 to oversee and facilitate the development of the Network. By engaging with our membership, we are able to draw upon a broad range of skills and resources needed to develop the building blocks for an effective NBN.

The NBN provides a digital infrastructure to facilitate the sharing wildlife information in the UK. By providing easy access to the information people need about wildlife, informed decisions can be made to ensure our natural environment is diverse and sustainable now and in the future. The principal objectives of the Trust are:

- to improve and ensure the accuracy and verifiability of collected biodiversity data and to promote its effective collation and interpretation;
- to develop an electronic network connecting all known data holders through the internet, and to promote access, with appropriate safeguards for sensitive and personal data.

To date, over 220 million records have been shared within the NBN, via the online [NBN Atlas](#).

### THE NBN TRUST SECRETARIAT

The post holder will be part of the NBN Trust Secretariat. The Secretariat is a small but dedicated team who aim to carry out the objectives of the Trust, mostly in collaboration with NBN partner organisations. You can find out more about us in the [Meet the Team](#) section of our website.

### **The Role**

We are looking for a system developer to complement our small technical team. The developer's role is varied and includes the design, development, testing, implementation and ongoing support and maintenance of the NBN's data sharing infrastructure the NBN Atlas.

Working as part of a small team, this is key role reporting to the NBN Atlas Project Manager. The post holder may also be involved in liaising with our users, primarily by phone or email and providing technical advice and support to the NBN Secretariat team.

The right candidate for this role needs to be comfortable being the “full stack” developer. Not only will you be required to provide the software development tasks using a range of languages, but also managing back-ups, migrations and setting up virtualized environments from scratch. There are a range of skills set out in the essential experience and all of these will be required for the role to varying degrees. Therefore, the right candidate will need to be able to demonstrate experience with the majority of these and be willing to pick up the rest. Furthermore, the NBN Team is a mixture of office and home based staff, therefore you need to be self-motivated and comfortable working in a dispersed team.

The NBN's Technical Team currently consists of a Systems Developer and the Technical and Data Support Officer. We have also recently appointed a Project Manager who will lead this team and liaise with stakeholders and NBN Atlas users to determine and communicate requirements for development tasks and prioritise the work plan.

This post holder will also be required to attend technical advisory group meetings to discuss the NBN Atlas development and progress and may be required to attend UK and international meetings and conferences.

**Key Responsibilities:**

- Development and support of the NBN Atlas infrastructure
- Building relationships with developers in our partner organisations and the wider Atlas development community, including in other countries
- Develop solutions to technical problems
- Develop high quality software specifications, project plans and documentation
- Providing guidance and advice to other members of the NBN Secretariat regarding technical aspects of the NBN Atlas
- Providing support for the wider work of the NBN Secretariat as required

**Essential experience:**

- Strong working knowledge of Linux and cloud service environments
- Grails and/or Java programming and documentation
- Web standards and protocols including CSS and Javascript
- Background in developing RESTful services
- Management of relational databases

**Essential Skills**

- Ability to communicate effectively with a wide range of people from novice users to technical experts
- Self-motivated with the ability to effectively prioritise workload
- Project management skills particularly as applied to computing
- Ability to learn technical skills quickly
- Willingness to investigate new technologies as required

**Desirable Experience**

- NoSQL databases
- working with Geospatial projects
- Biodiversity informatics knowledge
- full software development life-cycle including organising, planning, liaison with stakeholders, development, testing, release and maintenance of projects.

In return we can offer you the opportunity to;

- work on developing the largest species data base for any country in the world

- make your mark by developing the NBN Atlas as a world - leading database
- use your ideas in developing software to share data
- develop your skills in software development.

## COMPLETING THE APPLICATION FORM

Guidance on how to complete the application form is enclosed. Please follow the advice given as it is in your interest to complete the form in the way we require. If you do not do so, you are unlikely to be shortlisted.

## DETAILS OF EMPLOYMENT

### 1. PAY

The salary for the post of Developer will be £30,000 - £40,000 per annum depending on experience. Salaries are paid on the 25th of each month via bank credit transfer.

### 2. TERMS OF EMPLOYMENT

This post is initially on an 18 month contract with the potential for permanency.

### 3. WORKING WEEK

The working week for this post is 35 hours per week, exclusive of lunch breaks.

### 4. WORKING CONDITIONS

We can offer a great deal of flexibility with this role, with the option of being based in our Nottingham city centre office or home based. Additionally, we can offer flexibility in working hours, meaning that 9 to 5 is not essential. We would also consider applications to work part-time or as a job share for the right candidate(s).

Some travel around the UK for meetings may be required. This may involve long working days, unsociable hours and overnight stays. A driving licence is not essential.

### 5. LEAVE

Annual leave entitlement is 28 days per year plus bank holidays.

## EQUAL OPPORTUNITIES

The NBN Trust is striving to be an equal opportunities employer and selection of applicants is based on merit.

## THE SELECTION PROCESS

1. The interview panel is responsible for the selection process and will consist of the CEO and up to 2 others.
2. A selection schedule is determined in advance so that recruitment may proceed in a timely manner. The closing date for applications is **Friday 14<sup>th</sup> June**.
3. The interview panel compares the information provided on the application form to the requirement of the job, as listed in the person specification. The most suitable applicants (those who meet all or most of the requirements) are invited to attend an interview.

**Please note: If you would like us to confirm receipt of your form by email please indicate this on the application**

Unfortunately, we do not have the resources to respond to those candidates who have not been shortlisted and if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful on this occasion.

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THANK YOU FOR YOUR INTEREST IN WORKING FOR THE NATIONAL BIODIVERSITY NETWORK TRUST. WE LOOK FORWARD TO RECEIVING YOUR APPLICATION FORM.