

Biodiversity Data Officer (NBN Atlas)

National Biodiversity Network Trust

Job Pack, Oct/Nov 2023



National Biodiversity Network Trust

Biodiversity Data Officer (NBN Atlas)

Salary: £26,000 to £30,000, depending on experience
Location: Fully remote, working from home, with travel to a quarterly in-person meeting.
Contract: Permanent
Hours: 35 hours per week. Flexible working available. We would consider part-time working (minimum 28 hours per week) for the right candidate.
Closing date: 9am, 9th November 2023

At the NBN Trust, our mission is “making data work for nature”. If that resonates with you, this could your perfect job. We’re looking for a Biodiversity Data Officer for the NBN Atlas – the UK’s national biodiversity data repository. Come and join our small, friendly team and play a key role in mobilising data to make a real difference for nature and the health of our planet.

This is an exciting time to be involved in biodiversity data. Conservation strategies to meet new global and national targets will only be achieved if they’re underpinned by sound evidence. As the adage goes, “What gets measured gets done”. Meanwhile, technologies such as environmental DNA and AI-enabled sensors are revolutionising data collection. We’re the UK charity dedicated to biodiversity data, and the NBN Atlas is our flagship. Bringing together terrestrial, marine and freshwater species data from 170 partners – NGOs, public agencies, academic bodies and businesses – the NBN Atlas is one of the world’s largest publicly accessible biodiversity data repositories.

In this role, reporting to our NBN Atlas Data Manager, you would be responsible for enhancing access to UK biodiversity data by:

- Becoming the UK NBN Atlas expert - a super-user who knows the platform and data inside and out.
- Helping existing and new data providers to share datasets on the NBN Atlas.
- Promoting the FAIR data principles: that data should be Findable, Accessible, Interoperable and Reusable.
- Advising external partners on how to access and use data from the NBN Atlas.
- Contributing to the development and application of new data standards and new NBN Atlas functionality.
- Reporting on key metrics relating to data sharing, downloads and the impact of NBN Atlas data.
- Delivering externally funded biodiversity data products and services.
- Supporting the flow of data from the NBN Atlas to the Global Biodiversity Information Facility.

This role will be located fully remote, working from home, with travel four times a year for our in-person team meetings. With all your colleagues based remotely, you’ll need to be comfortable and effective working in a dispersed team.

We’re an equal opportunities employer. We welcome all applicants, and we’re striving to create an inclusive team. If you’re interested in joining us, please read on – and get in touch if there’s anything you’d like to ask.

About the NBN Trust

Our vision is of nature thriving everywhere, in all its diversity. We're a specialist charity with the mission of "making data work for nature". We support the entire UK conservation movement by sharing the biodiversity data needed to make good decisions for nature. We're a conservation charity, tech charity and people charity rolled into one – a unique combination!

Biodiversity data is information about what species are found where. In its simplest form, it's a single record: for example, that you spotted a hedgehog in your local park. Collating thousands of such records provides vital evidence about how hedgehogs are faring and how to protect them. Every day, in every part of the UK, biodiversity data is helping answer crucial questions: conservationists planning how best to protect endangered wildlife; researchers investigating the spread of invasive species; and planners deciding whether to approve a housing development. Each of these, and many more, depend on biodiversity data.

We manage the UK's largest partnership for nature – the National Biodiversity Network – which brings together more than 200 organisations with an interest in collecting, sharing and using biodiversity data. Our data portal, the NBN Atlas, is relied upon by conservationists, researchers and educators across the UK and beyond.

Much of the data we share is created by the UK's remarkable community of volunteer wildlife recorders. We make sure that all their hard work has the greatest possible impact for nature. We also manage iNaturalistUK, one of the fastest growing recording apps, with more than 80,000 users.

We have four strategic ambitions, as set out in our 2022-27 Strategy:

- The NBN Atlas is the 'go to' place for sharing, finding and accessing UK biodiversity data.
- Biodiversity data is providing the evidence needed for nature's recovery.
- Citizen science is valued, supported and expanded as a major source of biodiversity data.
- The National Biodiversity Network is a well-connected and highly collaborative community with a united voice on key issues.

You can read more about us here:

- [Our team](#)
- [Our 2022-2027 Strategy](#)
- [Our 2022-2023 Impact Report](#)
- [Our 2022 NBN Conference](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

We're passionate about making a career in nature conservation accessible to everyone. We welcome all applicants, and we're striving to create an inclusive team. We're proud to have signed Wildlife and Countryside Link's [Diversity and Anti-Racism Statement](#) and to be working with partners from across the environmental sector to deliver the [Route Map towards Greater Ethnic Diversity](#).

Biodiversity Data Officer (NBN Atlas)

The Biodiversity Data Officer (NBN Atlas) will report to the NBN Atlas Data Manager. In this role, you will be the number one user of the NBN Atlas and will develop expert knowledge of the platform, the data, and how to use the NBN Atlas to share, access and utilise biodiversity records. You will work with colleagues across the Trust, from our software developers to our communications team, to provide the very best service to our community of NBN Atlas data providers and users.

Your responsibilities will include:

1. Supporting data providers in the provision of datasets to the NBN Atlas and Global Biodiversity Information Facility.
 - a. Maintaining regular liaison with data providers and encouraging regular updates of their data.
 - b. Responding to queries from potential new data providers and bringing them onboard.
 - c. Advising data providers on formatting their data and metadata for the NBN Atlas, and how to maximise data quality.
 - d. Sharing datasets with GBIF where possible, including providing support for the sharing of non-UK records where required.
 - e. Ensuring that records are processed correctly, and any problems addressed promptly.
 - d. Reporting errors in records back to data providers.
2. Advising external partners on the download and use of NBN Atlas records.
 - a. Providing advice on the use of records, especially relating to licence conditions, resolution, sensitive species and verification status.
 - b. Responding to requests for assistance with accessing and downloading records, ensuring licence restrictions are followed and data providers consulted as necessary.
 - c. Delivering biodiversity data products and services for external clients and funders, e.g. data exports and reports.
 - d. Developing resources (R package, documentation, etc.) to support the use of NBN Atlas-mediated records, including in universities and higher education institutions.
 - e. Investigating and reporting suspected licence breaches.
 - f. Working with the NBN Atlas Support Officer, respond to general and specific queries about the NBN Atlas, including managing the NBN Atlas Forum.
3. NBN Trust development support
 - a. Making recommendations for improvements to the NBN Atlas based on experience gained from using the site and on feedback from users.
 - b. Working with the development team to prioritise bug fixes and enhancements.
 - c. Assisting with the testing of new developments.
4. Impact reporting and communications
 - a. Reporting on the impact of the NBN Atlas using an agreed set of metrics.
 - b. Working with the NBN Atlas Manager and Communications team to develop new ways of measuring and demonstrating impact.
5. NBN Trust team
 - a. Play an active role in the NBN Trust team, including participation in regular team meetings and cross-team projects.
 - b. Attend quarterly in-person team meetings and the annual NBN Conference.

What we're looking for

We're looking for someone with a desire to make a difference. This is an exciting role and there is huge potential for learning and innovation. It is also a varied and wide-ranging role, and we don't expect you to have extensive experience in every area. What's much more important is that you're someone who loves data, enjoys learning, and that you're committed to helping others and providing an excellent service. The table below suggests the kinds of experience that would be useful in the role, but please don't be put off if you don't tick all the boxes.

Category	General experience	Specialist experience
Biodiversity data	Knowledge of UK nature conservation and the role of biodiversity data.	Understanding of biological recording and the UK recording community.
Data pathways	Understanding of the benefits of data sharing and the importance of data standards and licensing.	Knowledge of UK species data pathways and key infrastructure and tools (e.g. NBN Atlas, Local Environmental Records Centres, the Biological Records Centre iRecord, DASSH)
Data management	Experience managing large datasets or repositories.	Experience supporting the use of a big data platform, including data processing and exports.
Data science	Experience working with ecological data, either through a relevant degree or equivalent experience.	Strong data analysis skills. Good knowledge of how to use R. Knowledge or a willingness to learn Python and the NBN Atlas API.
IT skills	Computer literate, with experience of Office365 applications and the ability to learn new applications quickly.	Experience working with software developers to plan and implement new solutions.
Problem solving and customer service	Enjoys solving problems and helping others. Positive and adaptable, with excellent attention to detail.	Experience managing stakeholder relationships and addressing challenges and complaints.
Team working	Ability to work effectively within a team and alone, and know when to ask for help,	Experience within a fully remote team, able to maintain motivation and productivity when home-working.
Communication	Good writing skills, able to adapt style for different audiences (technical, non-technical).	Experience training others and giving presentations, both online and in-person.
Organisational skills	Effective at managing and prioritising a diverse workload.	Experience delivering projects on time and to the required quality.

Working arrangements and flexibility

This position will be home-based, with travel once a quarter for in-person team meetings. You will need to be comfortable managing and working within a dispersed team. Flexible working options are available (e.g., compressed hours).

Salary and pension

The salary for this position is £26,000 to £30,000, depending on experience. The NBN Trust automatically signs staff up to a pension plan through the People's Pension. The Trust will contribute double the employee's pension contribution up to a maximum Trust contribution of 7% of the gross annual employee salary.

Holidays

The annual leave year runs from 1 April to 31 March. All staff are entitled to 28 days per annum (pro rata). In addition to this, staff are entitled to all UK bank holidays and 3 days (pro rata) which can be taken between the Christmas and New Year period.

Hours

35 hours per week. The Trust operates a flexitime system. We would consider part-time working (minimum 28 hours per week) for the right candidate.

Trust values and commitments

We're committed to being a great place to work. We believe that we're all at our most productive and creative when we're happy and motivated in our roles, and we're continually listening, learning and reviewing what we can do to support this. We're also passionate about health and wellbeing. We currently have two qualified Mental Health First Aiders on our team, and we subscribe to a 24/7 Employee Assistance Programme.

Our values, developed by the team in 2022, are:

- We have **Integrity** – We are open and honest in our work and acknowledge our mistakes in order to learn and grow.
- We are **Trusting** – We are reliable and believe in each other.
- We are **Collaborative** – We work in a flexible, supportive and approachable manner and work as a unified team.
- We are **Resilient** – We show commitment and challenge ourselves, and we act in a sustainable and ethical manner.
- We are **Respectful** – We are positive, kind, and fair in our actions.
- We are **Customer focused** – We use our individual and group expertise to ensure a quality service of excellence for our customers, stakeholders and beneficiaries.

To apply

Please send your CV along with a cover letter (no more than 2 sides of A4) to hr@nbn.org.uk Your covering letter should include the following:

- Why does this role interest you?
- What key aspects of your experience equip you for this role?

The closing date for applications is **9am on Thursday 9th November** and interviews are expected to take place on **16th, 17th or 20th November (to be confirmed)**. Successful candidates will be contacted by **5pm on Monday 13th November** to confirm the details for their interview. Interviews will take place virtually, via Microsoft Teams.

If you would like to speak to someone about the role before you apply, please email hr@nbn.org.uk to request a call.