

Biodiversity Data Manager (NBN Atlas)

National Biodiversity Network Trust

Job Pack, January 2024



Biodiversity Data Manager (NBN Atlas)

Salary: £35,000 to £45,000, depending on experience
Location: Fully remote, working from home, with some travel.
Contract: To 31st March 2025, with possibility of extension. Secondments considered.
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, 15th February 2024
Interview: 22nd, 23rd or 26th February (tbc)

Can you picture yourself leading the strategic development of the UK's national biodiversity data repository, the NBN Atlas? This role combines 'big picture' strategic planning and stakeholder engagement with 'hands on' data management and analytics. At the NBN Trust, our mission is "making data work for nature". If that resonates with you, this could be your perfect job. Come and join our small, friendly team and play a vital role in mobilising data to make a real difference for nature and the health of our planet.

The Biodiversity Data Manager role is currently funded to 31st March 2025 by Defra's Natural Capital and Ecosystem Assessment Programme. However, we see the role as part of our core team, and we aim to secure funding to make it a permanent position.

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. As the UK Node for the Global Biodiversity Information Facility, the NBN Atlas also connects us to a worldwide community of biodiversity data specialists. We are driven by the FAIR data principles: we believe that data should be Findable, Accessible, Interoperable and Reusable, so that it can have the greatest possible impact for nature.

The NBN Atlas delivers a service to our data providers (by enhancing the reach and impact of their data) and to data users (by aggregating data in one place, increasing the efficiency and completeness of data searches). Most of this work is delivered through our charitable activity but we also provide paid services for commercial customers. A key aspect of the Biodiversity Data Manager role is to ensure that, in a fast-changing sector, we continue to provide a responsive, trusted and highly valued biodiversity data service. Reporting to our CEO, you will:

- Manage and lead the Biodiversity Data team.
- Engage with partners, stakeholders and customers.
- Produce and implement a Strategy and Route Map for the NBN Atlas.
- Represent the NBN Trust on specialist national and international groups and project boards.
- Join the NBN Trust Management Team, supporting the CEO with strategic planning, management and fundraising.

We're a fully remote team, so you'll work from home with some travel within the UK and potentially overseas. Applicants must be UK-based and eligible to work in the UK.

The NBN Trust is an equal opportunities employer and we're striving to create a diverse and inclusive team. If you're interested in joining us, please read the Job Pack 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!

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 100,000 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 2023 NBN Conference](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

We're passionate about making a career in nature conservation accessible to everyone. 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](#). We're also an accredited Living Wage Employer.

The NBN Atlas Accelerator Project

The Biodiversity Data Manager post is funded through the NBN Atlas Accelerator project. This project is a partnership with Natural England, funded by Defra's Natural Capital and Ecosystem Assessment (NCEA) programme. The aim of the project is to drive greater mobilisation and use of UK biodiversity data. The project will accelerate the NBN Trust's work to enhance the value of the NBN Atlas to the UK conservation community, by:

- Implementing high-priority, high-impact enhancements to the platform, and
- Creating an NBN Atlas Strategy and Route Map, informed by stakeholder needs, to guide future development.

As well as the Biodiversity Data Manager position, our Development Team will be recruiting an additional Developer to help us deliver the project.

Biodiversity Data Manager (NBN Atlas)

The Biodiversity Data Manager (NBN Atlas) will report to the CEO. In this role, you will lead the strategic development and management of the NBN Atlas. Your responsibilities will include:

1. Managing and leading the Biodiversity Data team (currently the Biodiversity Data Officer and NBN Atlas Support Officer)

- a) Provide leadership, guidance, support and feedback.
- b) Foster a collaborative and supportive working environment.
- c) Set team and individual objectives, and monitor workloads, progress and performance.
- d) Report on progress to the NBN Trust Board and funders as appropriate, and co-ordinate the internal NBN Atlas Committee (Trustees and staff).
- e) Participate in the NBN Trust Management Team, supporting the CEO with strategic planning and management.

2. Developing, delivering and expanding our data services

- a) Support and assist the team with routine and non-routine data management and NBN Atlas user support, getting directly involved as needed.
- b) Roll-out the introduction of access controls and other new functionality on the NBN Atlas, working with our Development Team to plan the release and manage communications with stakeholders.
- c) Manage and participate in the delivery of data consultancy services by the team (currently very limited in scale) and explore ideas for expanding activity and income.

3. Producing and implementing a Strategy and Route Map for the NBN Atlas

- a) With our Development Team, explore the development possibilities, opportunities and constraints for the NBN Atlas.
- b) Engage with partners and stakeholders – through 1:1 meetings, surveys and deliberative workshops – to understand how they use the NBN Atlas and how we can deliver the best services for them now and into the future.
- c) Explore and implement new ways to monitor and demonstrate the impact of the NBN Atlas and the sharing of biodiversity data.
- d) Produce a Strategy and Route Map setting the direction and priorities for the NBN Atlas for the next five years and commence implementation.

4. Representing the NBN Trust and managing strategic relationships

- a) Represent the NBN Trust on specialist national and international fora and project boards, including the [UK Environmental Observation Framework's Data Advisory Group](#), [Biodiversity Information Standards \(TDWG\)](#), and [DiSSCo UK](#).
- b) Manage relationships with key partners including the Statutory Nature Conservation Bodies, the Association of Local Environmental Records Centres, the Biological Records Centre, the Natural History Museum in London, the Atlas of Living Australia, GBIF, and others.
- c) Co-ordinate regular stakeholder meetings, e.g. NBN Atlas Stakeholder Advisory Group.
- d) Promote the NBN Atlas as the UK's biodiversity data repository and help position the NBN Trust as a trusted and valued provider of biodiversity data services.
- e) Promote data sharing via the NBN Atlas and seek to develop optimised data pathways. Contribute to the development and application of new data standards as needed.

What we're looking for

We're looking for someone with a strong desire to make a difference. This is an exciting role and there's huge potential for learning and innovation. It's also a varied and wide-ranging role, and we don't expect you to have extensive experience in every area. What's most important is that you're someone who loves working collaboratively, that you can move adeptly between high-level strategic matters and the 'nuts and bolts' of delivery, that you're passionate about biodiversity data, and that you're committed to helping others and providing an excellent service. The table below outlines the kinds of experience and skills that would be useful in the role.

Category	General experience	Specialist experience
Role-specific knowledge and experience		
Biodiversity data	Good knowledge of UK nature conservation and the role of biodiversity data. Understanding of the benefits of data sharing and the importance of data standards and licensing.	In-depth understanding of biological recording and the UK recording community. Hands-on knowledge and experience of UK species data pathways and key infrastructure and tools (e.g. NBN Atlas, Local Environmental Records Centres, the Biological Records Centre, iRecord, GBIF).
Data and platform management	Experience managing large datasets or repositories.	Experience managing a big data platform, including working with Developers to plan and implement enhancements.
Data science	Experience working with ecological data, either through a relevant degree or equivalent experience.	Strong data analysis skills. Good knowledge of R. Knowledge or a willingness to learn Python and the NBN Atlas API.
Leadership and management skills and experience		
Leadership and strategy	Experience leading a process of change within a team.	Experience developing and leading the implementation of strategies.
Team management	Skill in motivating and managing a remote team.	Experience on a senior management team, including performance and impact reporting, business planning and managing committees.
Stakeholder engagement	Track record of managing key relationships and engaging with stakeholders to understand their needs.	Experience managing or facilitating stakeholder committees, workshops or processes to build consensus on complex issues.
Entrepreneurship	Experience identifying and responding to new opportunities such as funding, partnerships etc.	Experience managing consultancy services or other commercial ventures.
Communication	Excellent writing skills, able to adapt style for different audiences (technical, non-technical).	Experience training others and giving presentations, both online and in-person.
Organisation	Effective at managing and prioritising a diverse workload.	Experience managing, delivering and reporting on projects on time and to the required quality.

Working arrangements and flexibility

We're a fully remote team, so you'll need to be comfortable and effective working from home and managing a dispersed team. We meet in person four times a year (at various UK locations), and other travel may be required too, both within the UK (e.g. to attend Board meetings, stakeholder workshops etc) and internationally (e.g. attending conferences). Our annual NBN conference takes place in November. Flexible working options are available (e.g. compressed hours). Due to the short-term nature of the current contract, we are willing to consider secondments from other organisations.

Salary and pension

The salary for this position is £35,000 to £45,000, 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, 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 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 cover 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 is **9am on Thursday 15th February** and interviews will take place on **22nd, 23rd or 26th February (to be confirmed)**. Interviews will take place virtually, via Microsoft Teams. If you would like to speak to our CEO about the role before you apply, please email hr@nbn.org.uk.

Thank you for your interest in the NBN Trust.