

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Biodiversity Data Assistant
Salary:	
Grade:	6
Hours:	37, We are open to discussions about flexible working.
Team:	Thames Valley Environmental Records Centre (TVERC)
Service Area:	Environment and Place
Primary Location:	<p>The primary location County Hall, Oxford and you will be required to work from this location and in an agile manner. Much of the role can be completed working from home.</p> <p>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</p>
Budget responsibility:	None
Responsible to:	TVERC Director
Responsible for:	None

Job Purpose

The purpose of this job is to assist the team with the provision of the data search and data licencing service to TVERC's clients. It also assists the team with biodiversity and environmental data acquisition and management, and some ecological project work.

As Biodiversity Data Assistant the post holder will be accountable for the following activities:-

- Assist the team to maintain and develop all aspects of biodiversity and environmental data management, collection and provision within TVERC, to maintain and where possible exceed the standards required for accreditation with the Association of Local Environmental Records Centres (ALERC).

- Assist the team to deliver and develop the TVERC service for our customers (including local authorities, environmental consultants, conservation organisations, researchers and the general public).
- Assist with delivering projects for TVERC and its' clients.
- Assist with supporting the recording community.
- Increase the quality and quantity of environmental data collected by TVERC in Oxfordshire and Berkshire through the data management and analysis processes.
- Working with the team to deliver relevant parts of the TVERC Business Plan.
- Provide support and assistance to team members as required.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The role will require working with Senior Officers, Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate professional advice is vital.

Job Responsibilities

Technical / Professional Skills

- Provide the day to day running of the data-search and licencing service. Providing a prompt and professional response to requests for data against user defined search criteria from local authorities, the public, voluntary bodies, environmental consultants and others.
- Work with the Biodiversity Data Managers to maintain consistent and accountable data management and analysis procedures and systems throughout TVERC and to provide appropriate advice to data suppliers/users to enable this.
- Occasionally assist the Ecology Manger and Projects team in delivering some projects for TVERC and its' clients.
- Follow the TVERC data standards and procedures. Manage the quality and completeness of data. Capture site, habitat and species data ensuring these are validated and stored appropriately within the appropriate system, including GIS datastores and Recorder.
- Work as part of the team to carry out ecological site surveys, data collection, management, interpretation and presentation to deliver project work according to agreed service agreements for TVERC and its customers.
- Occasionally take part in some external meetings with customers, recording community or suppliers.
- Work with the Biodiversity Data Managers to develop and maintain tools to improve the efficiency and extent of our data management processes within an agreed framework.
- Assist the Biological Recording Coordinator to support the volunteer recording network.
- Other such duties as directed by the TVERC Director

Relationships and Stakeholder Management

- To build and promote relationships across the TVERC, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.

- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the business plan and relevant corporate policies and external legislation.

Any other duties as may be deemed necessary to carry out the full remit of the role.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Can demonstrate a good level of general IT skills, including being proficient in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint.	A,T,I
Some basic experience using Geographic Information Systems (ideally ArcPro), databases and spreadsheets to view, manage, analyse, interpret and present data in good quality data outputs and reports.	A,T,I, P
Some experience of using either SQL or R.	A,T, I
Understanding and experience of how biodiversity and geodiversity data are collected, managed and used.	A, I
Organised and adaptable and can demonstrate an ability to manage competing workloads independently and meet agreed deadlines. Able to follow procedures.	A, I
Ability to use own judgment in a range of situations.	A / I
Excellent communication, presentation and negotiation skills, and demonstrable experience of preparing clear and concise reports.	A / I
Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.	A / I
Meticulous attention to detail; conscientious, methodical and accurate	A, T,P
Resourceful and creative in approaching problems.	A, I
Look for opportunities to; <ul style="list-style-type: none"> i) collaborate with the team and partners, sharing expertise and resources ii) improve the customer experience and overall service performance. 	A,I

Desirable Criteria	Assessed By:
Relevant degree (or equivalent experience) in geography/ecology/biodiversity or related discipline.	A,D
Experience of working within the local planning system.	A,I
Supporting websites and social media interactions.	A,I
Understanding of ecological survey techniques and has a number of ecological survey skills that could include botanical, birds, invertebrates, herpetofauna, mammals. Involvement with wildlife or recording groups	A,I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.



The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

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