



Data and Information Officer

Permanent post: 1st October 2019 (or sooner if possible)

Starting Salary: £22,036 pa

Application deadline: 31st August 2019. Interviews are expected to be held on Monday 16th September 2019.

Main purpose of job: To promote evidence-based conservation of British mammals by i) supporting the Science Officer in managing databases containing information on the distribution and density of mammals ii) assisting in the production of documents for technical and lay-audiences, iii) answering general enquiries and contributing to the Society's social media output. It is expected that time will be divided approximately equally between these three areas.

Place of Work: University of Sussex, Falmer.

We are looking for a highly motivated, independent, and dynamic member of staff, with an interest in British mammals and a desire to promote evidence-based conservation. The job would ideally suit a bright graduate or post-graduate of Ecology, Conservation, or Biological Sciences. A key role is to manage datasets of mammal observations, and to ensure the smooth running of our Ecobat webtool. The post-holder must therefore be literate in coding with the programme R (additional training will be given in R-markdown and Shiny if required). The post-holder will also assist in the production of printed and digital documents about British mammals, including assisting with editing our online open access journal *Mammal Communications*. An eye for detail, and good proof-reading skills are therefore essential. The appointee will possess excellent organisational and inter-personal skills, since close liaison is needed with other members of staff, document authors and editors, publishers, designers and distributors. This work will include screening records, dealing with enquiries, liaising with our website/app developers, communicating with county mammal recorders, and producing updates for our volunteers.

The post-holder will be responsible for answering general enquiries from members of the public. Although technical enquiries can be redirected to appropriate experts, some knowledge of British mammals is desirable. The appointee will also provide, on occasion, general administrative assistance to the Chair and Trustees of the Society, and will support

other members of staff at events such as our conferences, workshops and wildlife fairs .

The post-holder will be based with Prof. Mathews's dynamic research team at the University of Sussex, Falmer. They will work closely with the Mammal Society's Science Officer who is also part of this team.

How to apply: Please send a CV and cover letter detailing why you would be suitable for the post and any relevant experience to info@themammalsociety.org

Main duties

- Supporting the Science Officer in managing records obtained from our Mammal Mapper smartphone app, Ecobat and databases of mammal densities. A key role is to ensure the smooth running of the Ecobat website, which provides standardised analyses of bat acoustic data to consultant ecologists. An ability to trouble-shoot problems, and a familiarity with R coding, are therefore essential. Additional training will be provided as required, and there will be at least a 2-month overlap period before the current data officer leaves post.
- Liaising with record suppliers and verifiers, running record checks, creating weekly updates for volunteers, and — in collaboration with our PR Officer — providing posts for social media.
- Providing editorial assistance to the Chair and other editors of Mammal Society publications. These include our open-access journal *Mammal Communications*, the *Good Practice Guidance* series, and a range of other documents. The work will involve liaison with authors, designers, publishers and distributors; obtaining quotations; identifying appropriate photographs from our archives and ensuring permissions have been obtained; creating page layouts and e-books; and proof reading and updating document drafts.
- Answering general enquiries from the public and the media.
- Attending Mammal Society events such as conferences and wildlife fairs, providing support to the Training and Events Officer and to the voluntary Conference Secretary, as needed.
- Providing administrative support to the Chair and other Trustees of the Society.

Selection Criteria (all essential unless otherwise stated)

<p>Education/Qualifications</p> <p>Degree-level qualification or equivalent experience</p>	
<p>Knowledge</p> <p>Good knowledge of British mammals</p> <p>Knowledge of biodiversity monitoring and recording schemes</p>	<p>Desirable</p> <p>Desirable</p>
<p>Skills</p> <p>Familiarity with coding in R, performing basic statistical analyses and generating graphs.</p> <p>Excellent written and verbal communication skills</p> <p>Successful time-management and organisational skills</p> <p>Ability and willingness to learn</p> <p>Highly motivated with the ability to work on own initiative as well as part of a team</p> <p>Ability to work with varied stakeholders towards a common goal, diplomatic and assertive</p> <p>Skilled use of spreadsheet, presentation, and word processing software</p>	
<p>Experience</p> <p>Experience in communication</p> <p>Experience of working with social media</p> <p>Experience of working with large datasets</p>	<p>Desirable</p> <p>Desirable</p>
<p>Other</p> <p>Willingness to travel within the UK, including occasional overnight stays, and to sometimes work outside of and in excess of normal office hours</p>	