

Job Description

1. IDENTIFICATION OF JOB

- Job title** - rECOrd - Information Technology Officer - (ITO)
- Responsible to** - rECOrd - Biodiversity Information Services Manager
- Responsible for** - Supervision of data entry staff and volunteers

2. OVERALL PURPOSE OF JOB

To establish, maintain and develop the main databases and information systems of the **rECOrd** - the Biodiversity Information Service for Cheshire, Halton, Warrington and Wirral. To establish procedures for providing access to data and to develop data products and computerised information services.

3. MAIN RESPONSIBILITIES

The post-holder will:

- a) Undertake the installation of appropriate hardware and software for data management.
- b) Specify, install and maintain an appropriate computer network.
- c) Incorporate data sets into the **rECOrd** database.
- d) Undertake the daily maintenance, security and expansion of the **rECOrd** database.
- e) Establish links between the **rECOrd** database and other computerised data sources.
- f) Develop appropriate policies and procedures for the management of the **rECOrd** database, for its security and for providing access to data.
- g) Develop appropriate data products and computerised information services, including possible internet access to **rECOrd** data through the National Biodiversity Network, and vice-versa.
- h) Develop and customise software, where appropriate, to meet **rECOrd** information management needs.
- i) Establish and implement appropriate routines for ensuring the security of **rECOrd** data sets.
- j) Liaise with data users and suppliers (including Ordnance Survey) on IT and data issues.
- k) Assist the **rECOrd** manager with prioritising data entry work and with the supervision of data entry staff and volunteers
- l) Provide training, and/or seek training providers, to ensure that **rECOrd** staff and volunteers are competent in the use of IT resources.
- m) Assist the manager in building links with partners and participants to raise the profile of **rECOrd**.

- n) Give feedback on IT issues and experiences (particularly relating to Recorder-2000) to other LRCs and NBN partners.
- o) Maintain an up-to-date knowledge and understanding of biodiversity information management policy, systems and technology.
- p) Undertake appropriate administrative duties to ensure the smooth running of **rECOrd**.
- q) Be flexible and undertake other tasks as necessary, or as directed by the **rECOrd** manager or by the board of directors.

4. MAIN ACTIVITIES

These will include:

- a) Undertaking a wide range of complex and technical work, often in unpredictable situations.
- b) Installing, maintaining and developing a range of IT systems, including establishing a local network and developing computerised links with partners and participants in **rECOrd**.
- c) Installing, maintaining and developing a range of software, including a biological recording database (Recorder-2000), a GIS (MapInfo) and MS Office.
- d) Entering data onto **rECOrd** databases and co-ordinating the data entry work of other staff and volunteers.
- e) Liaising regularly with a wide range of contacts. These may include:
 - national park authorities and other bodies.
 - customers.
 - volunteers and voluntary recording groups.
 - support staff from IT hardware and software suppliers.
 - commercial IT professionals (where technical assistance is required).
 - IT and other staff at LRCs and other NBN nodes throughout the UK.
 - the board of directors.
- f) Assisting and supporting the **rECOrd** manager and other staff to ensure their IT needs are met.
- g) Undertaking various administrative tasks.
- h) Travelling within the Cheshire Region and the County and Vice-County of Cheshire, and occasionally to other destinations within the UK.

Person Specification

Job title - **rECOrd - Information Technology Officer - (ITO)**

This section details the experience, skills, knowledge and personal qualities required for the post.

	Required	Desirable
EXPERIENCE		
Working with a comparable IT project.	✓	
Working with local authorities or with public & voluntary sector nature conservation organisations in a professional capacity.		✓
Working with volunteer biological recorders and recording groups.		✓
KNOWLEDGE		
Degree or equivalent qualification or experience.	✓	
Natural history and biological recording.		✓
Statutory and voluntary sector approaches to nature conservation in the UK, including strategies such as Local Biodiversity Action Plans, Wildlife Sites Systems and the NBN.		✓
SKILLS		
Ability to establish and manage small networks using a Windows-compatible network environment.	✓	
Ability to install and manage databases (knowledge of Recorder or Recorder 2000 and Access is desirable)	✓	
Ability to install and manage a GIS (knowledge of MapInfo is desirable)	✓	
Ability to train and supervise others in the use of IT systems	✓	
Driving licence.	✓	
PERSONAL QUALITIES		
Professional, business-like approach.	✓	
Ability to work under own initiative with minimal supervision.	✓	
Willingness to assume responsibility and to take decisions.	✓	
Good written and verbal communications skills.	✓	
Commitment to biological recording and wildlife conservation.	✓	