



**Sheffield &
Rotherham**
Wildlife Trust

APPLICANT PACK: GIS OFFICER

MAY 2022



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Sheffield & Rotherham Wildlife Trust is one of 46 Wildlife Trust working for wildlife across the UK. We are a registered charity and company, with a Board of 13 Trustees drawn from our membership. We are part of the local community, working to protect and enhance the natural environment of Sheffield and Rotherham for the benefit of people and wildlife. For over 30 years we have protected important wildlife, habitats and green spaces that matter to local people. We directly manage 16 Nature Reserves, thanks to our many volunteers, including the internationally important moorland at Blacka Moor, the much-loved Wyming Brook, the beautiful woodlands at Greno Woods and the locally important 'space to breathe' at Sunnybank.

Every year we engage with thousands of people of all ages, and have nearly 6,000 subscribing members and a rapidly growing social media following. We reach out to communities in some of the most deprived parts of the country through our Natural Neighbours programme. We run an Outdoor Learning Service for children and young people of all ages and abilities and we work with older, vulnerable, isolated adults to support them engaging back in to their communities through our Wild@Heart nature programme.

Recent projects include the delivery of natural flood risk management schemes with the Environment Agency on the Rother, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We also take action for wildlife and green spaces under threat, supporting other groups and working with local people to campaign on issues that threaten our natural environment and local wildlife. Recent campaigns include opposing a Motorway Service Area on the Local Wildlife Site and ancient woodland at Smithy Wood, asking for a Street Tree Strategy for Sheffield and the retention of the Chelsea Road elm tree. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and a new strong Environment Act.

To find out more about our work please take a look at our website here: <https://www.wildsheffield.com/>

Wildscapes Consultancy (both a CIC and part of the Trust) works to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is re-invested back in to the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.



JOB DESCRIPTION

JOB TITLE: GIS Officer

JOB NUMBER:

RESPONSIBLE FOR: Volunteers / Students

Carry out GIS mapping of SRWT Nature Reserves and project sites, contributing to the work of the trusts monitoring and evidence team.

Supporting trust staff, including non-expert users, in adopting and utilising GIS in their day to day roles, including carrying out inductions, training and establishing and maintaining forums for peer to peer support.

Ensure SRWT's GIS systems are maintained, updated, and relevant licenses are kept up to date.

MAIN RESPONSIBILITIES

- Undertake specific Nature Reserve and project GIS work – for example creating updated nature reserves maps.
- Maintain and update the GIS system, working with the support staff to ensure that GIS software is fit for purpose and licences are up to date and complied with.
- Ensure all GIS data is appropriately recorded, stored and made accessible to staff and others as appropriate.
- Provide technical support to SRWT staff GIS users
- Develop and deliver basic in-house training on how to use GIS, encouraging adoption by staff throughout the organisation.
- Develop online GIS capabilities/presence using Arc Online or similar.
- Developing systems and processes for utilising complex datasets such as UAV and satellite imagery.
- Working with colleagues from SRWTs evidence team to utilise the Trusts Nature Counts database and provide interoperability between Nature Counts and QGIS.
- Working with colleagues from SRWT's evidence team to encourage use of online or app based data entry platforms (such as QField) by staff and volunteers.
- Work with the Sheffield Lakeland Landscape Partnership Project (SLLP) to produce maps, images and text for a range of documents and future plans.



JOB DESCRIPTION CONTINUED

- Work with the SLLP Project to assist in the creation of Species Action Plans and Woodland Visioning.
- Work with the SY Woodland Creation Project team to provide support for its woodland creation work such as; mapping, woodland creation, design support, collation of data provided by partners and stakeholders, app based integration and preparing metrics for reports and similar.

General Duties

- Work to and promote the Trust's Charitable Objectives, Strategy, policies and procedures, including the Trust's culture statement
- Where appropriate, promote membership of the Trust
- Present a professional image of the Trust at all times
- Undertake any other duties, as requested, in line with the level and nature of the post and the aims of the Sheffield and Rotherham Wildlife Trust.



PERSON SPECIFICATION

Experience

- At least 2 years' experience in a GIS role.
- Experience of creating and amending maps for a variety of purposes ideally using QGIS.
- Able to carry out GIS tasks autonomously without specialist support/supervision.
- Experience of working with and manipulating a large number of evolving datasets.

Desirable

- Experience of devising and deliver basic in-house training
- **Knowledge & qualifications**
- Level 6 / Degree qualification in GIS or relevant subject
- An excellent working knowledge of Arc Online and QGIS
- Knowledge of managing and maintaining a GIS system

Desirable

- A basic understanding of the wildlife and wild places of Sheffield and Rotherham.
- A good understanding of natural capital mapping.

Skills

- Comprehensive skills utilising QGIS.
- Undertaking complex and technical GIS mapping work with a high level of personal responsibility and autonomy.
- Skilled at managing and maintaining GIS systems.
- Utilising online GIS platforms such as Arc Online.

Desirable

- Use of online or app based data entry platforms such as QField.
- Use of PostGIS and/or using R for GIS.

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PERSON SPECIFICATION

Personal Qualities

- Highly motivated and enthusiastic with an ability to enthuse and motivate others.
- Tactful and diplomatic; respectful of others both within and external to the Trust.
- Able to embed technical knowledge and practises within an organisation.
- Able to work collaboratively across departments.
- Committed to nature conservation and the work of the Wildlife Trust.



DETAILS OF EMPLOYMENT

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Salary: £24,859.99 (Project Officer Grade 1) pro rata for part time hours

Pension: All staff who earn over £192 per week (£833 per month) are over 22 and under pensionable age, are automatically enrolled on the SRWT pension scheme. Following a 3 month postponement, SRWT will contribute 3% and the employee 5%. After 6 month's service, the employee will be entitled to a 9% contribution which need not be matched. Anyone who does not meet eligibility criteria will have the opportunity to join the scheme should they wish, although they will not qualify for SRWT Contributions.

Working Hours: The working week for this post is initially 37.5 hours, reducing to 22.5 hours in 2023 and 15 hours in 2025, exclusive of lunch breaks. Working days to be negotiated and may be flexible. The post may involve some evening and weekend work for which time off in lieu (TOIL) can be taken. Flexi-time does not apply although informal arrangements can be made at the Chief Executive's discretion (and most reasonable requests for non-standard working arrangements can be accommodated within the Trust's policy on TOIL, and are given positive consideration).

Location: Sheffield & Rotherham Wildlife Trust Headquarters, Victoria Hall, 37 Stafford Road, Sheffield and/or home working.

Probationary Period: All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post.

Annual Leave: 20 days a year pro rata plus bank holidays pro rata and 3 additional days to cover the period between Christmas and New Year when the office is closed.

Length of Contract: 0.4 FTE of this post is offered on a permanent contract. A further 0.4 FTE until 30 June 2023 and 0.2 FTE is offered on a fixed term contract until 31 March 2025. This reflects specific funding for these proportions of the role.

Transport provision: Trust staff are required to use public transport wherever possible. (Please read SRWT's environmental policy for further guidance). However, the post-holder will have use of a pool of Trust vehicles when needed.

Equal Opportunities: Sheffield and Rotherham Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit.

