

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Data Analyst
DIVISION/DEPARTMENT:	Information Management/Science, Policy and Information

1. OVERALL PURPOSE OF JOB

<ul style="list-style-type: none"> • As a member of the Information Management team, you will work with us to define, develop and support the information systems, reports and dashboards related to all aspects of the BirdLife data journey. • You will utilise skills in SQL database systems and experience with relevant software systems to build robust and accurate processes in support of project led demand for information. • You will analyse and interrogate data gathered by BirdLife partners using the Word Database of Key Biodiversity Areas (WDKBA) to provide comprehensive and accurate information as part of recurring reporting cycles. • You will provide commentary analysis to highlight important trends or issues as appropriate. You will demonstrate a high level of attention to detail and accuracy, ensuring reports are scrutinised ahead of publication. You will work with stakeholders to ensure reports meet their requirements.
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2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Information Management
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • The role sits within the Information Management Division (IM) - working closely with other team members who have a variety of GIS and database skills. • You will be first line support for data-related enquiries originating from all BirdLife staff including those in regional offices. You will also provide advice and support to staff in the use processing of Important Bird and Biodiversity Area and Key Biodiversity Area data.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
<ul style="list-style-type: none"> • The BirdLife Secretariat manages IBA data on behalf of the BirdLife Partnership and relies on Partner staff to input, validate and review data. Partner staff are therefore important stakeholders for you to engage with.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
<ul style="list-style-type: none"> • The data and information systems of BirdLife International also have a wide range of stakeholders outside of the BirdLife Secretariat and Partnership. This includes (in no particular order) decision makers, academia, businesses, funders, donors, educators, students, job seekers, bird enthusiasts and the general public. As IM Data Analyst, you will help to provide first line support for data enquiries that are received from these external stakeholders. You will be expected to employ a system of continuous improvement that will ensure that the processes to deal with these enquiries are as efficient and effective as possible.

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3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	1
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact</p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting - "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <ul style="list-style-type: none"> • To assist in the specification, design, and implementation of reports and information dashboards • To assist stakeholders in gathering requirements and defining specifications to ensure that information needs are met via coherent, accessible and integrated systems • Using advanced data analysis techniques to perform detailed analysis and manipulation of information, interpreting complex data and identifying trends to support institutional decision making • Provide front-line support for existing reports and information systems • To develop and maintain an annual reporting calendar • To develop and maintain documentation of all reports, and related systems and procedures • Develop and deliver scheduled and bespoke training for stakeholders to ensure that best use is made of information systems, reports and dashboards

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Not applicable
Contracts – Funders	Not applicable
Contracts – Staff/Consultants	Not applicable
Contracts – Service providers	Not applicable
Legal Responsibility	Not applicable
Other	Not applicable

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Degree in a relevant subject area OR equivalent relevant work experience
Job Specific Education/Qualification	BSc (or higher) in Computer Science, GIS, Geography, or equivalent relevant work experience in an IT related discipline
Job Specific Knowledge	<ul style="list-style-type: none"> • Knowledge of relational databases such as PostgreSQL. • Practical knowledge of Javascript, Python or R to produce value-added data products.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of data manipulation either in a previous role or as an extensive part of an academic qualification. • Experience of compiling data from multiple sources, data cleaning and checking. • Practical experience of querying and maintaining large databases
Management & organisational skills	<ul style="list-style-type: none"> • Ability and motivation to deliver high quality work with minimum supervision.
Communications skills	<ul style="list-style-type: none"> • Excellent interpersonal and oral communication skills with the ability to present to internal colleagues at all levels. • Excellent written skills with the ability to produce technical reports for a non-technical audience.
Creativity & Initiative	<ul style="list-style-type: none"> • Logical, practical and creative approach to problem solving. • Experience of keeping up to date with new technology and industry best practice.
Computer Literacy	In addition to job-specific knowledge:- <ul style="list-style-type: none"> • Demonstrable experience at an advanced level using Microsoft Office software (Access, Excel, PowerPoint and Word).
Languages	<ul style="list-style-type: none"> • Fluency in English required. Other languages an advantage but not essential.
Travel requirements	<ul style="list-style-type: none"> • Occasional travel to relevant training events, workshops and conferences.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> • Demonstrable knowledge of GIS software is desirable • Experience with geospatial database extensions and web mapping technologies (e.g. PostGIS, Geoserver and OpenLayers). • Knowledge of R, HTML, CSS or JavaScript. • Knowledge of spatial data visualisation. 	

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- Knowledge of biodiversity conservation, ideally including site-based conservation approaches such as IBAs and KBAs.

Prepared by:	Date:
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