

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	GIS Support Officer
DIVISION/DEPARTMENT:	Information Management/Science, Policy and Information

1. OVERALL PURPOSE OF JOB

<p>To assist the work of the BirdLife Information Management team in the following areas:</p> <ul style="list-style-type: none"> • Improving global datasets managed by BirdLife including Important Bird and Biodiversity Areas (IBAs), Key Biodiversity Areas (KBAs) and global bird species ranges (as the IUCN Red List Authority for birds). • Responding to data and information enquiries from both internal and external stakeholders. • Creating geospatial products and undertaking geospatial analyses in order to support current project work.
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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>
<p>Information Management (IM) team – The role will sit within the IM team and will work closely with other team members who have a variety of GIS and database skills allied with a deep understanding of the underlying datasets.</p> <p>All BirdLife staff – You will be first line support for GIS and data-related enquiries originating from BirdLife staff including those in regional offices. You will also provide GIS advice and training to BirdLife staff as necessary.</p>
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
The BirdLife Secretariat manages IBAs 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:
Existing data and information systems have a wide range of stakeholders outside of the BirdLife secretariat and partnership including (in no particular order) decision makers, academia, businesses, funders, donors, educators, students, job seekers, bird enthusiasts and the general public. Your role will be the first line support for data enquiries that we receive from these external stakeholders and you will look to improve how we deal with these enquiries to make the process 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> <p>Improving global datasets</p> <ul style="list-style-type: none"> • Assist with preparing new national and regional datasets for inclusion into the World Database of Key Biodiversity Areas (current examples include Icelandic and Indian IBAs, as well as European Marine IBAs). • Assist in efforts to improve the spatial accuracy and completeness of the IBA and KBA datasets and to ensure that boundaries are reviewed within the 8 to 10 year timeframe established by the IUCN KBA standard. This effort will also include checking and updating attributes associated with geospatial features. • Monitor the World Database of Protected Areas and identify revisions that impact IBA and KBA boundaries and/or their protection status. • Assist with the mapping of bird species ranges. • Assist in a wider effort in 2018 to redevelop the underlying data model that holds the IBA/KBA information. <p>Data and information requests</p> <ul style="list-style-type: none"> • Provide data and respond to enquiries for site and species information received through the BirdLife Data Zone website and the Key Biodiversity Areas website. • Assist in the development of new ways to make our data enquiry/provision service more efficient and effective. • Create geospatial products and undertake geospatial analyses on behalf of BirdLife secretariat staff for onward use in current project work, funding proposals, academic papers, press releases etc.
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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 GIS, Geography, Computer Science or equivalent OR equivalent relevant work experience
Job Specific Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of ESRI software, specifically ArcGIS Desktop 10.x and/or ArcGIS Pro. • Practical knowledge of ESRI data driven pages and ArcGIS extensions such as spatial analyst and network analyst. • Practical knowledge of georeferencing and projections. • Knowledge of relational databases such as PostgreSQL.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of GIS either in a previous role or as an extensive part of an academic qualification. • Experience of compiling data from multiple sources and resolving conflicts in both boundary and attribute data. • Practical experience of producing publication ready cartographic outputs.
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"> • Experience with geospatial database extensions and web mapping technologies (e.g. PostGIS, Geoserver and OpenLayers). 	

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- Practical knowledge of using ESRI ModelBuilder, Python or R to produce value-added data products.
- Experience with graphics packages (GIMP, Inkscape).
- Experience with Quantum GIS and other open source geospatial packages.
- Knowledge of HTML, CSS and JavaScript (especially the ArcGIS API for JavaScript).
- Knowledge of species distribution maps.
- Knowledge of areas of conservation importance such as IBAs and KBAs.

Prepared by:	Date:
Alex Tate	18/12/2017