

B. The Job

GIS SURVEY OFFICER

The GIS Survey Officer is a key member of staff employed to fulfil GIS requirements of the Habitat Biodiversity Audit (HBA) of Warwickshire, Coventry and Solihull. The project is funded and supported by a partnership including eight local authorities, Natural England and the Environment Agency, with the Trust acting as project managers. The project has been recognised as good practice by the European Commission.

The GIS Survey Officer is responsible to the Trust's Director of Conservation for management of the HBA datasets. The GIS system being used currently for the Audit is MapInfo Professional, while preparation is in hand for translation to Mastermap. The work will include (i) inputting data and carrying out data management; (ii) recruiting and training volunteers and trainees to assist with GIS work; (iii) technical support for the HBA project; and (iv) HBA field surveying. The post is full time at 35 hours based at the Habitat Biodiversity Audit office at Warwickshire Museum Field Services, The Butts, Warwick.

C. Personal Responsibilities

DATA MANAGEMENT

- Maintain and develop the computer-based data system.
- Disseminate data in digital form to partners.
- Plan and undertake data analysis required by partner organisations and others.
- Provide data to third parties on the basis of the agreed policy and procedures.
- Input data into the GIS system, including the creation of land parcels (polygons) from O.S. digital maps and the transfer of coded habitat and species information into these areas.
- Link descriptive text in the form of target notes to habitat map locations.
- Liaise with Warwickshire County Council IT staff over the use and development for the project of their computer network.
- Work on Positional Accuracy, regarding translation from MapInfo to Mastermap.
- Assist partnership members in accessing and using the digital data.
- Undertake data input for the WWT/CPRE hedgerow surveys, liaising with volunteers, producing base maps.
- Provide quarterly reports on survey statistics, data analysis and other relevant data requirements of the partners.

VOLUNTEER RECRUITMENT AND TRAINING

- Assist with recruitment, induction and supervision of volunteers and trainees.

PROJECT SUPPORT

- Contribute to the overall running of the project, taking responsibility for appropriate aspects.
- Participate in team meetings, discussion groups and decision making for the project.
- Attend and participate in events relevant to the project.
- Give presentations and demonstrations on the capabilities of GIS in the context of the project.
- Provide IT support to the project.
- Provide reports as required to HBA Management Group and Steering Group

HBA FIELD SURVEYING

- Undertake Phase 1 surveys on site and ground truth HBA dataset queries.

PROCESS MANAGEMENT & QUALITY STANDARDS

- Ensure that all work is of an excellent standard, meeting ISO 14001 & 9001, and to timescale.
- Actively implement the Trust's policies, procedures & reporting in all aspects of the job.

PRIORITIES

- Decide on priorities for action with the Director of Conservation and HBA management group.
- Positively delegate specific tasks to other staff, trainees and volunteers, as appropriate.
- Actively work co-operatively across teams and disciplines to deliver a Living Landscape.
- Involve volunteers in all aspects of the work as appropriate.