

JOB DESCRIPTION

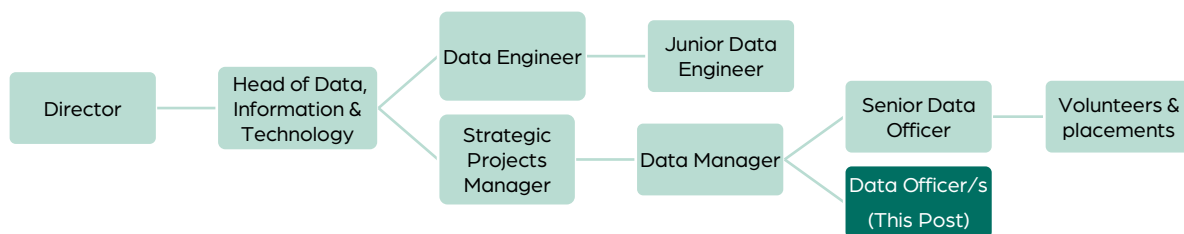
JOB ROLE: Data Officer

JOB HOLDER: TBC

JOB PURPOSE:

Assisting with the smooth delivery of DASSH (the UK Archive for Marine Species and Habitats Data) by conducting digitisation, standardisation and quality assurance activities across a range of Marine Biodiversity data sets. Additionally the role provides support to the Senior Data Officer and Data Manager including collating and reporting statistics, promotion via social media platforms, liaising with partners and stakeholders, recording one off species observations and assisting with contract deliverables

ACCOUNTABILITY:



Essential experience/skills/qualifications:

- Experience in Marine Biology and/or Data Science sector, or other related discipline
- Competent in the use of Microsoft packages such as Excel and Word
- A basic knowledge of data management
- Demonstrable traits in attention to detail and conscientiousness

Desirable experience/skills/qualifications:

- Relevant qualification in Marine Biology/Data Science, or other related discipline
- Experience in the use of databases
- Experience in using GIS packages such as ArcMap or QGIS
- Experience in the use of social media for organisation branding or similar such purposes

Key responsibilities and skills

- Quality assurance and digitisation of biodiversity data sets within the MEDIN guideline format
- Quality assurance and creation of MEDIN Discovery metadata
- Lead on the DASSH social media updates
- Assist in the monitoring and email response through the metadata helpdesk and DASSH enquiries email accounts
- Assist with MBA Data Team contract deliverables
- Participation and representation in expert groups when required

- Verification and ad hoc species record submissions on iRecord
- Liaise with data users/providers, partners and contractors
- Organise incoming data within the data archive
- Production of reports/summaries showing usage statistics
- Undertake any other tasks identified as being within the job holders capabilities

Interactions:

Interactions with MBA data providers, both internal and external.

Scope of role:

Data processing and liaison with internal and external data providers within the archive to ensure smooth delivery of DASSH.