



Role Profile

Information Officer (Fife Nature Records Centre)

Reference No:	JCR1457		
Service:	Policy and Communications		
Job Family:	Business Management and Improvement	Grade:	FC7

Purpose

To develop and maintain an effective Biological Records Centre to support the Biodiversity and Natural Heritage agenda of Fife Council and its wider community planning partners, including delivery of the Fife Local Biodiversity Action Plan and Climate Change Strategy.

To lead on identified work areas of biodiversity on a long-term and day to day basis.

To provide a quality biodiversity information management service.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and delivering the Fife Nature Records Centre Business Plan that produces a high-quality service, achieves prioritised targets, and supports the work of partners.	Educated to SCQF level 9, which includes a Degree or equivalent, preferably in natural or environmental science, sustainable development or information management Ability to take the lead on key initiatives and support development of business plans and strategies.	✓ ✓	

E = Essential Criteria D = Desirable Criteria

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Designing and delivering environmental information systems including the maintenance and development of databases and a Geographic Information System (GIS).	Experience of managing a wide range of environmental information. Experience of working in the natural heritage, ecology or and/or nature conservation sector. Use of databases, geographic information systems and spreadsheets. Understanding of biological recording software Experience of working in a similar environment with a knowledge of Recorder software	✓ ✓ ✓ ✓	✓
Analysing information, including data searches and database and GIS querying.	Knowledge of statistics, statistical analysis or statistical modelling Experience of computer programming or writing macros Ability to design, maintain and use databases Experience of digitising of information	✓ ✓ ✓	✓ ✓
Preparing and producing reports and publications relating to the biodiversity of Fife.	Knowledge of information management legislation, including Freedom of Information Act and Environmental Information Regulations. IT Skills including Microsoft Excel, Office, Outlook, SharePoint Report writing skills	✓ ✓ ✓	

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Developing an effective network of volunteers and partnerships to assist in the gathering, recording and verification of data.	Facilitation Skills	✓	
Undertaking a range of project work particularly in relation to: <ul style="list-style-type: none"> The development of data collection, auditing and analysis tools Biodiversity information management The generation of additional resources to support the work of the team The development and delivery of a series of public events and citizen science initiatives to promote and encourage biological recording. 	Ability to manage projects Knowledge of biodiversity indicators Awareness of wider national biodiversity fora	✓	✓ ✓
Undertaking data collection and analysis.			
Presenting information (written and orally) to a wide range of audiences.	Written and oral communication skills	✓	
Co-ordinating and supporting a Local Records Centre Steering Group.	Presentation Skills	✓	
Organising a Fife Recorders annual workshop.	Experience of participation in effective partnership working	✓	
Assisting with a range of support work relating to the Community Planning Partners sustainable development and biodiversity agendas.			
Providing and supporting the development of, a strong culture of customer service in relation to the provision of biological records.	Interpersonal skills	✓	
Contributing to the general work of the team, including: <ul style="list-style-type: none"> Work programming Information management Financial planning and management Representing the Records Centre as necessary at Committees, other panels, working groups and meetings Preparing and presenting reports Supporting the delivery of the Fife Local Biodiversity Action Plan as a key delivery partner 	Ability to travel efficiently throughout Fife Ability to work on own initiative Experience of working as part of a team Ability to undertake ecological fieldwork in a variety of ground and weather conditions	✓ ✓ ✓ ✓	

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<ul style="list-style-type: none"> Undertaking basic ecological surveys to support internal initiatives 			
Complying with relevant legislation, regulations and codes of practice relating to Fife Council and Health & Safety.	Knowledge of Council policies and procedures		✓
Undertaking other duties as may be appropriate for the effective development and delivery of Fife Council Services.	Knowledge of best value and related information management systems		✓
Regularly communicating the work of the Fife Nature Records Centre to the wider public through various forms of written media, including a website, press releases and publications.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.