



Role Profile



Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS)

KEY INFORMATION

Title:	ERCCIS Project Officer (Ancient Woodland Inventory)
Contract type:	Fixed Term (18-months)
Hours:	Full time / 37.5 hours per week based at Five Acres
Salary:	£21,500 - £25,000 per annum
Reports into:	ERCCIS Manager
Line reports:	None

RESPONSIBILITIES:

ERCCIS Project Officer (Ancient Woodland Inventory) is responsible for delivery of a key project: The Ancient Woodland Inventory refresh.

ERCCIS has 3 primary work areas:

- Environmental Local Records Centre (ELRC) for Cornwall and the Isles of Scilly (covering both marine and terrestrial habitats and species information)
- Providing the GI, data and analysis function for Cornwall Wildlife Trust
- Delivering relevant funded projects connected to environmental data gathering, data management and data dissemination in Cornwall and the Isles of Scilly.

The Project Officer will use their excellent spatial data management, specialist survey skills and partnership building skills to deliver the ancient woodland Inventory refresh, for Cornwall. Following a defined method

(<http://publications.naturalengland.org.uk/publication/4876500800634880>) the Officer will undertake a spatial (GIS) digitisation of historic woodland (OS Epoch I) maps and link to current baseline and woodland mapping. In Spring 2022 (& 2023) they will undertake an extensive survey and work with the ERCCIS team or volunteers to deliver relevant information to complete the Inventory. This role's focus & responsibility is for delivery of this ambitious project for in Cornwall.

Data Management

- Implement, maintain and where necessary review the Data Management and digital data creation process for the Ancient Woodland Inventory project.

- Deliver all Ancient Woodland Inventory digitally accessible outputs in desktop and online GIS software (ArcPro & AGOL).
- Ensure data standards and GDPR compliance for digital work.
- Undertake key data management tasks (including collation, management, usage and dissemination) around Ancient Woodland Inventory information.

Digitisation

- Ensure that digitisation, management and dissemination of all data relating to Ancient Woodland Inventory refresh is to a consistent and uniform standard.
- Deliver all Ancient Woodland Inventory outputs as data digitally accessible and INSPIRE compliant open data outputs.
- Digitise all the historic Ancient Woodland Inventory data and site surveys into a spatial (mapping) database to agreed standards.

Project Management

- Manage project outputs of the Ancient Woodland Inventory project.
- Assist the ERCCIS team in delivery of the wider project aims.

Survey skills

- Delivering habitat surveys to a defined standard, focused on woodland botanical surveys.
- Communicate complex technical survey information to non-specialists.

Liaison

- Regular liaison with ERCCIS team and agreed contractor
- Contribute to the delivery of ERCCIS required outputs
- Build and maintain constructive relationships with numerous Cornwall Wildlife Trust staff, partners and external stakeholders.
- Contribute to the delivery of ERCCIS required outputs
- Promote the Ancient Woodland Inventory information source, as required

General

- The Project Officer will be expected to undertake other duties, where appropriate, as required.

PERSON SPECIFICATION:

Specialist knowledge, skills and experience

- Specialist understanding of woodland focused spatial data management and associated software.
- Knowledge of historic mapping analysis and product delivery (desirable).
- Proven ability in use of GIS to digitise and display environmental data.
- Proven ability to deliver a project.
- Good interpersonal skills and able to advocate the services ERCCIS can provide to a range of audiences.
- Working experience of setting up and delivering habitat surveys to a defined standard.
- Experience of communicating complex technical survey information to non-specialists.
- Experience of extended phase I woodland and botanical focused surveys.
- Ability to work with landowners and managers to deliver on site surveys and explain results.

Personal Qualities

- Commitment to “Wilder Cornwall” and the values of the organisation
- Commitment to the highest levels of integrity and honesty
- Self-motivated with a consultative, transparent and collaborative style
- Demonstrable interest in woodland conservation and ecology (desirable)
- Ability to manage a full and challenging workload and meet deadlines as required
- Experience of building relationships with stakeholders to make decisions or influence outcomes.

Qualifications

- GCSE Maths and English grade C or above (or equivalent)
- Formal training/qualification or acquired knowledge by another route for surveys and spatial data management

Other

- Cornwall Wildlife Trust operates excellent toil and flexible working policies
- Enhanced company holiday entitlement – starting at 23 days plus bank holidays and rising to a maximum 30 days over a period of time (1 day extra for each year worked after 4 complete years served)
- All employees have access to the Employee Assistance Programme (24/7 counselling service) and Employee health and wellbeing portal
- Free onsite parking at Five Acres and King Edward Mine sites
- Stakeholder pension