



Green
Action
Trust

RECRUITMENT PACK

GIS & Data Officer

£30,441 pa (FTE)

Part-time

THE OPPORTUNITY

Overview

The Green Action Trust is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government and a wide range of public, private and non-profit stakeholders.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for an additional GIS and Data Officer into our organisation.

Reporting directly to the Head of Landscape, the GIS & Data Officer will co-lead all aspects of Data Management and Geographic Information Systems and support operational staff in the development and delivery of projects and programmes that help realise the Green Action Trust's vision and ambition.

Working with our development and delivery professionals and our project partners, the GIS & Data Officer is recognised as a provider of specialist expertise and support.

This post also provides an opportunity to undertake projects supporting other technical specialisms and investigate and implement the innovative use of GIS in the Trust's business development.

Travel to project sites may be required as part of this role, and as such a full, clean driving licence is essential.

Key Information

Job Title

GIS & Data Officer

Salary

£30,441 pa (FTE)

Hours

Part-time (21 hrs/week)

Location

Hybrid

Reports to

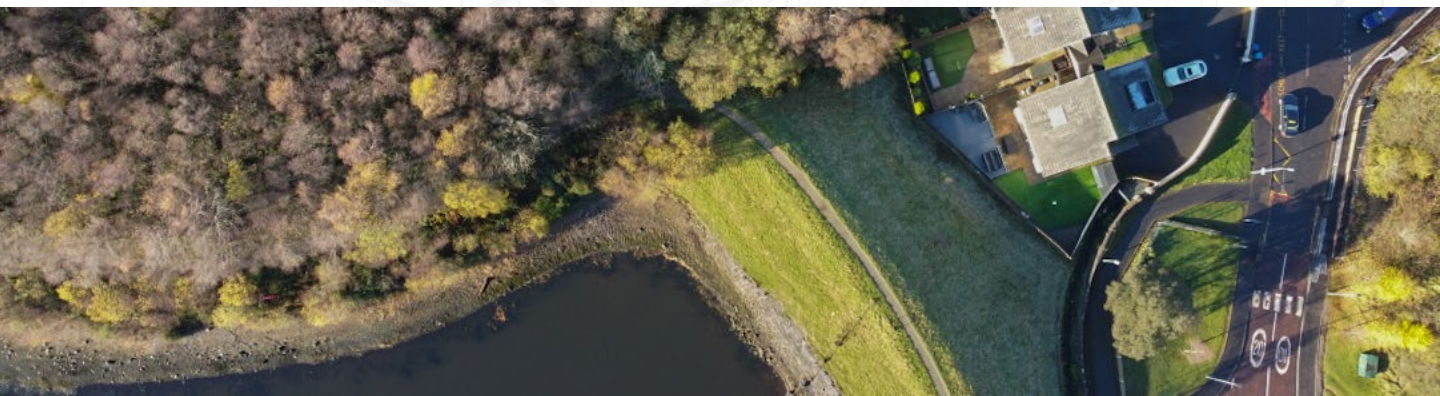
Head of Department

Direct Reports

None

Key Relationships

- Foresters
- Landscape Architects
- Project Managers
- Development Officers
- Clients
- Funders
- Partners



ROLE DESCRIPTION

Key Responsibilities

- To co-lead on all aspects of Data Management and Geographic Information Systems, including the maintenance and development of corporate Geographic Information Systems, ensuring all data and mapping agreements are managed effectively and ensure best value.
- To support Green Action Trust Development and Delivery staff with GIS and Data needs, including the development and maintenance of a GIS and Data training programme for staff and offering of technical support.
- To support and, when appropriate lead, the development, management and delivery of specialist technical projects, undertaking project and partner support activities, as appropriate.
- To use GIS to identify spatial and thematic needs and programme opportunities.
- Facilitate use of desktop and mobile GIS software and access to spatial data for staff within the organisation.
- Ensure legal and legislative requirements surrounding data supply and management are met.
- Provide a strategic overview, develop and drive forward a spatial data policy, GIS development strategy and data management structures and processes.
- Identify, investigate and implement new or innovative ways in which GIS can contribute to the effective delivery of the Trust's working practices and priorities.
- Develop, undertake and/or contribute to research and projects, driving innovation through technical knowledge and expertise.
- Comply with internal deadlines and quality control criteria.
- Promote safe working and ensure Health & Safety procedures are followed.
- Undertake such work as may be determined by the Operations Director or Head of Landscape, from time to time, up to or on a level with the main responsibilities of the post.
- Foster effective internal relationships with colleagues to enable two-way information and intelligence sharing that improves business performance

CANDIDATE PROFILE



Experience

- Proven ability to manage and develop a GIS, Ordnance Survey data and associated loading of applications
- Demonstrated experience of data collection and capture (Experience in collecting data outdoors desirable)
- Demonstrated experience of monitoring, evaluation and reporting based on GIS outputs
- Some experience of working in a complex, multi-partner programme / project
- Experience in a Content Management System such as Wordpress (Desirable)
- Experience in HTML5 and CSS3 (Desirable)

Knowledge & Skills

- Excellent working understanding of open source software – QGIS (3.x) PostgreSQL and pgAdmin as well as ArcMap, ArcGIS Pro and ArcGIS Online
- Good Awareness of the INSPIRE Directive, Environmental Information Regulations, Data Protection Legislation, Ordnance Survey Licence requirements
- Excellent working understanding of data management software such as FME
- Excellent understanding of metadata standards and management
- Able to undertake spatial analysis and desk-based research
- Able to manage licence agreements and budgets
- Understanding of Global Navigation Satellite Systems (GNSS) (Desirable)
- Understanding of CAD tools (Desirable)
- Awareness of environmental and social policy linked to Green Action Trust (Desirable)

Qualifications

- Educated to Masters level (or has equivalent experience in a relevant field, e.g. GIS or applied GIS)
- Evidence of continued professional development (Membership of a professional body or working towards membership is desirable)

WORKING FOR US

“Sustainable development is at the core of the Trust’s Vision and Mission and the work that we undertake across Scotland.

We look forward to working together to continue our commitment to the United Nations Sustainable Development Goals, supporting action that will address the climate challenges that lie ahead of us.”

Michael Roe
Chair, Green Action Trust



WORKING FOR US

Our Culture

Green Action Trust is a friendly, positive and collaborative place. People are at the heart of what we do.

You will be joining a small but motivated team who are passionate about making a difference to climate adaptation, sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.



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Working with multiple partners, funders, project teams and communities is all part of my role at Green Action Trust. Since joining in June 2022, my focus has been on The Leven Programme. It has been fascinating to learn how the Trust has developed multiple projects that will deliver huge environmental and social benefits at scale. Having previously worked in consultancy, this role allows me to apply my experience in an enabling and decision-making capacity, and to meet and work with great people along the way.

Laura, Development Manager

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It's great to be able to focus on delivering projects on the ground and really feel like I'm making a difference to the environment and local communities. Working for the Trust is very different from my previous role in local government – in a good way! Being part of a small organisation means it's easier to make decisions and get things done. Working with colleagues whose goals are the same as mine and are focused on finding solutions makes this a refreshing workplace to be part of.

Louisa, Development Officer



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EMPLOYEE BENEFITS*



At Green Action Trust, we believe our employees should be well rewarded for their work. We offer a variety of benefits and rewards to support our employees, including:

Benefits at Work

- 35-hour work week (FT)
- 25 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Enhanced mileage rates
- Skills development

Benefits for Health

- Private healthcare
- Annual health check
- Enhanced sick pay
- Period & menopause friendly employer
- Employee assistance programme

Lifestyle Benefits

- Hybrid working policy
- Flexible working arrangements

Community & Social Benefits

- Social activities & events
- 7 hours volunteering leave
- Green activities

Financial Security Benefits

- Contributory pension (8.25% employer, 4% employee)
- Income protection
- 4x life insurance
- Interest free staff loans for purchases
- Savings club
- Living wage employer

*Employee benefits are reviewed regularly to meet the needs of employees and the Trust. Non-contractual benefits may be subject to change.

APPLYING FOR THE ROLE

Equality, Diversity & Inclusion

Green Action Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff.

Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

In order to monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities form by visiting the following link or by scanning the QR code.

<https://uk.surveymonkey.com/r/GAT-EqualOpps>



Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Joanne Glennie (Head of Landscape) at:

Joanne.Glennie@greenactiontrust.org

To Apply

Please provide a covering letter explaining how you meet the criteria and what attracts you to this role, along with your current C.V, supplementary information and criminal declaration forms (available on website)

This should be sent to: recruitment@greenactiontrust.org

Closing Date: Friday 25 October 2024

Interviews will be scheduled shortly after the closing date. Please notify us of any unsuitable dates and we will try to accommodate these.



**Green
Action
Trust**

POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org