



Job Description

Senior Project Officer (GIS & Data Management) **Grade: 7**

Directorate: Conservation

Location: WWT Madagascar

Reporting to: Senior Project Coordinator (WKB)

Duty Station: WWT Office, Antananarivo

Context and justification: WWT Madagascar is looking to strengthen its team by recruiting a Senior Project Officer (GIS & Data Management). The person will support the development and implementation/enhancement of an interactive Wetlands Data Portal by assisting in data integration, user experience improvement (user- friendly interface), and technical documentation.

Main function of post:

- Assist in gathering and analysing data related to wetlands from various sources.
- Review the various tools/languages used to implement features and functionality for Portal development.
- Conduct basic coding and debugging tasks under the supervision of the consultants.

Supervisory responsibilities: None

Responsibilities of the post

1. **Data Collection and Analysis:** Analyse and compile data gathered for integration into the portal. Collaborate with stakeholders to ensure data accuracy and relevance.
2. **Collaboration with the Developer Consultants:** Attend regular meetings to discuss progress and obstacles. Provide feedback on the interface and functionality of the Portal.
3. **Documentation:** Maintain and update technical documentation, including user manuals and system specifications. Create training materials for end-users.
4. **User Feedback Integration:** Participate in usability testing to enhance the user interface. Collect feedback from users and suggest improvements based on their input.
5. **Health and Safety**
Ensuring the health, safety and wellbeing of everyone is an integral part of how WWT works, creating a safe environment for staff, volunteers and stakeholder though WWT's health and

safety policies and guidelines.

6. Sustainability

Engage with the WWT Sustainability Statement, be aware of negative environmental impacts and incorporating sustainable ways of working.

7. Visitors and Supporters

Engage and interact with WWT partners, supporters and project stakeholders in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

8. Dealing with personal and financial data

Adhere to WWT's Data Protection policy and UK-GDPR standards. These requirements will need to be considered in the data protection policy of the WKB, which you will lead on producing.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: October 2024

Amended: N/A

Person Specification

1. Qualifications

Essential:

- Degree in geography, geographic information systems, information technology or a geo-physical science

Desirable:

- Higher degree or similar in geographic information systems, information technology or a geo-physical science

2. Experience

Essential:

- Familiarity with databases (SQL, NoSQL).
- Skills in data management and analysis
- Effective communication and teamwork abilities
- Strong analytical skills and attention to detail

3. Managerial & Supervisory

Essential:

- None

4. Responsibility

Essential:

- Ability to work independently and with professional competence
- Excellent time-management and task prioritisation skills
- Ability to prepare and deliver verbal and written reports on progress
- Ability to manage data, equipment and resources efficiently
- Ability to follow health and safety, social safeguarding and other regulatory/policy procedures

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	0
Income	0

Project Size (normally managed)	N/A
Assets (required for job, exc. buildings)	£0

5. Creative Ability

Essential:

- Ability to take the initiative and address problems or seize opportunities as they arise, especially where there is insufficient time to consult with colleagues or managers
- Strong analytical skills and attention to detail.

6. Contact

Essential:

- Effective communication and teamwork abilities
- Ability to collaborate with a wide range of stakeholders, both internally and externally, to deliver outcomes and ensure WWT objectives are met
- Ability to maintain a network of external national contacts
- Ability to work closely with Managers and Sponsors of WWT's conservation projects, ensuring effective delivery

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.