

JOB DESCRIPTION: INFORMATION OFFICER

Job Title:	Information Officer
Location:	Banovallum House, Horncastle
Responsible to:	Nature Partnership Manager
Job Purpose:	To source, coordinate and manage information in order to fulfil the aims and requirements of the Greater Lincolnshire Nature Partnership (GLNP)

KEY TASKS

- A. To proactively source, coordinate and manage information to deliver local biodiversity and geodiversity objectives through the Partnership, ensuring data quality is maintained
- B. To ensure that the core functions of an LRC are fulfilled by LERC, and to promote the importance of biological and geological recording in conjunction with local groups.
- C. To ensure that the core functions of a Local Sites system are fulfilled, in conjunction with the LWS and LGS Panels, and to promote the importance of Local Site survey and selection
- D. To source, coordinate and manage data to complete and support work towards the Lincolnshire Biodiversity Action Plan (BAP) and Geodiversity Action Plan (GAP) actions, and strategy workstreams
- E. To make data accessible and available through digitisation, GIS mapping, analysis and presentation
- F. To be aware of legislative and policy issues surrounding data collation and management, including, but not restricted to, data protection, intellectual property rights, EIR and INSPIRE
- G. To develop and work to internal standards and protocols for data management
- H. To foster the working relationship within the GLNP, and between the Partnership and amateur naturalists and other ecological and geological stakeholder groups
- I. To provide the secretariat for relevant GLNP working groups
- J. To provide reports to the Steering Group and others on progress and projects as appropriate
- K. To promote and publicise the GLNP through publications, websites and other mechanisms
- L. To keep abreast of local and national issues affecting nature in Greater Lincolnshire
- M. To comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time
- N. In addition to normal duties, employees may be required to undertake other reasonable duties from time to time