



JOB PROFILE

Post Title:	Data Management Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Marine and Fisheries Conservation Officer
Responsible for:	N/A
Grade:	Project Post

Job Purpose

The Data Management Officer will assist the Marine and Fisheries Conservation Officer (MFCO) as well as the wider Marine and Fisheries Conservation Section (MFCS) team in managing, storing and analysing essential data required for effective management of St Helena's Category 6 Marine Protected Area. The postholder will play a key role in improving data systems, supporting staff capacity building, and maintaining data integrity across the section.

Main Duties and Responsibilities

1. Oversee and support all data entry and data capture activities within the section
2. Implement and maintain rigorous quality control and checking processes to ensure data integrity
3. Audit and scrutinise current data systems to identify areas for improvement
4. Ensure that all data is accurately maintained and ready for robust analysis
5. Update and manage metadata
6. Develop and refine standards, protocols and best practices for data management
7. Design short term and long-term data management plans aligned with project and section objectives
8. Support the development and implementation of data management components in new and ongoing projects
9. Provide recommendations for refinement of the data portal and other data management systems
10. Assist the MFCO and wider MFCS team in all data related tasks
11. Provide training and technical support to MFCS staff on data management software and tools
12. Support project partners in managing and maintaining shared data systems
13. Work closely with St Helena Government's Geographical Information System (GIS) Office and the St Helena Research Institute (SHRI) to ensure data continuity and consistency across organisations
14. Conduct and support analysis of fisheries and environmental data to inform scientific and management decisions



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Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: n/a	
Planning & Delivery of Work: Ensures appropriate resources and levels of capability are available to deliver to plan. Promote and enforce appropriate organisational rules and procedures and lead by example in managing business relationships.	iv
Analysis and use of Information: Advanced statistical analysis of complex or conflicting data including addressing the root causes of highly complex problems. Develops new policy and procedures.	v
Decision Making: Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs. Considers internal and external influences in complex decision making and problem solving including significant long-term implications these may have on the organisation.	iv
Working with Others: Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
Communication: Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents.	iv
Influencing and Persuading: Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	iii
Dealing with Change: Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.	iv
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii
Managing Resources: Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
First degree in data science, environmental science, marine biology or a related field	E	✓	
Computing level qualification in Microsoft Word, Excel, PowerPoint and Access at intermediate level or beyond	E	✓	
Knowledge & Experience:			
Extensive experience in data management and analysis	E	✓	✓
Experience using QGIS software	E	✓	✓
Experience in the application of programming or statistical languages e.g. R/Python/SQL	E	✓	✓
Experience in handling large datasets	E		✓
Experience with fisheries biological data or conservation/biodiversity data	D	✓	✓
Strong understanding of data management principles, quality control and visualisation	E		✓
Strong knowledge of data quality assurance principles and metadata management	E		✓
Skills and Abilities:			
Excellent IT skills	E	✓	✓
High level of statistical analysis	E		✓
Technical analysis and interpretation of data	E		✓
Ability to develop and deliver presentations	E		✓
Strong report writing skills	E	✓	✓
Ability to demonstrate mentorship	E	✓	✓
Excellent attention to detail and problem-solving skills	E		✓
Ability to work collaboratively with partners	E	✓	✓
Strong communication and training abilities	E		✓
Able to communicate effectively to people at all levels and be able to train others in data management tools and practices	E		✓
Able to prioritise workloads and deliver on time	E		✓



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Other:			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/a