JOB PROFILE

Job Purpose

Post Title:	Data Assistant
Portfolio:	Education, Skills and Employment
Responsible to:	Coordinator, St Helena Research Institute
Responsible for:	
Grade:	B6

The Research Institute works to promote and expand high-quality, ethical and equitable research on St Helena that contributes to sustainable development that respects, protects and benefits St Helena's society, culture, heritage and environment. A core function is to ensure that data and findings produced from research are shared and accessible and available to support decision making, research, education and learning.

This is a fixed term post for one year, funded by the Darwin Plus project "iRecord St Helena: A data-driven approach, empowering bird conservation". This project is being conducted in collaboration with the St Helena National Trust (Trust) and the Royal Society for the Protection of Birds (RSPB), with the goal of consolidating all of Trust's bird records into iRecord St Helena. A centralised biological records database accessible through a web-portal and app, which can be used to support the Trust monitoring programmes; data management and interrogation.

The data scientist will support the collation, validation and quality assurance of historical and contemporary bird datasets into a standardised format to upload to iRecord St Helena so that they are accessible and available for analysis and interpretation of changes to seabird and wirebird population presence and distribution over time.

As Data Scientist you will work collaboratively with the Data Manager, under the supervision of the Research Institute Coordinator.

Main Duties and Responsibilities

You will be responsible for assisting the Research Institute, under the direction of the Data Manager, to collate, validate and quality assure bird data sets that exist in databases and other forms. You will work as part of a small project team and work closely with our project partners, the St Helena National Trust and RSPB.

Main Duties will include:
1. Maintain a detailed catalogue of bird datasets being processed.
2. Responsible for collecting and integrating bird data from various sources, including long-term surveillance and monitoring programs, one-off sightings, and other databases or forms.

3. Validate and quality assure the datasets. This involves checking for data accuracy, consistency, completeness, and adherence to data standards. Any inconsistencies or errors should be identified and resolved.
4. To know and apply in all aspects of the job SHG policies and procedures, with a particular attention, but by no means limited, to IT, data management, cybersecurity and GDPR Compliance.
5. Actively participate in DPL00090 project data science training and workshops and any other training programmes identified as required in order to enable the fulfilment of the job.

Special Conditions

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.

Core Competency Framework

Competency	Level
Professional Development: Required professional competency standards met	ii
Planning & Delivery of Work: Manages own work to deliver on time and produces good quality work. Ensures quality or service standards required are maintained Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
Decision Making: Solves own day-to-day problems which have little or no impact on others. Willing to take decisions within own role. Share appropriate and timely information with others. Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team	ii
Working with Others: Understands the impact of own behaviour on work relationships Treats all people with respect. Responds and listens to others. Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Raises issues with others in order to resolve them.	iii
Communication: Can write clearly without spelling or grammatical errors.	ii

Uses jargon free language Is able to record factual information accurately..	
Influencing and Persuading: Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood	ii
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change Participates readily in change initiatives Assists others to accommodate change. Focuses on benefits to self and/or others.	ii
Continuous Improvement: Open to learning new things Able to identify own mistakes and take constructive action to prevent reoccurrence. Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures	ii
Managing Resources: N/A	i

PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A level IT or equivalent level of demonstrable attainment or experience	Essential	Yes	
GCSE qualifications in maths, English, and science or geography subjects	Essential	Yes	
Knowledge & Experience:			
Good IT skills and competent in the use of Microsoft Office Applications and in particular Excel	Essential	Yes	Yes
Knowledge of the importance of data security	Desirable		Yes
Have experience of computer programming e.g. R; SQL or Python	Desirable	Yes	Yes
Knowledge of environmental data collection and handling	Desirable		Yes
Knowledge of online biological recording databases	Desirable		Yes
Skills and Abilities:			
Self-motivated to advance knowledge and skills	Essential		Yes
Good organisational and methodical skills	Essential		Yes
Attentive to details	Essential		Yes
Willingness to learn and adopt new data management tools for data-related problem-solving	Essential		Yes
Ability to work independently and as part of a team	Essential		Yes
Other:			
Understands safeguarding and is committed to promoting the welfare of children, young people and vulnerable adults.	Essential		Yes
Contribute to a positive working environment ensuring commitment to equality and diversity.	Essential		Yes

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