



## Data and Monitoring Officer

### Job description

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Contract: permanent, full-time.

Location: Flexible – home working or office based. Our core operational area is East/West Midlands.

Responsible to: Catherine Turner, Operations Manager, Newt Conservation Partnership

Responsible for: Coordinating and delivering the Newt Conservation Partnership monitoring scheme and data management systems.

### Background

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Freshwater Habitats Trust (FHT) is a small, friendly and ambitious conservation charity, which works to protect UK and European freshwater wildlife through practical, evidence-based and innovative nature conservation projects. Our organisation is well-respected nationally and internationally, working with a wide network of UK-based partners, the Wildlife and Countryside Link organisations, and the European Pond Conservation Network.

<https://freshwaterhabitats.org.uk/>

FHT, together with the Amphibian and Reptile Conservation Trust, support the NatureSpace great crested newt District Level licensing scheme, via the Newt Conservation Partnership (NCP), a not-for-profit community benefit society.

The District Level licensing scheme provides licensing for developers while ensuring a sustainable future for great crested newts through the implementation of a long-term, landscape level conservation strategy, delivered by the Newt Conservation Partnership. As well as creating and restoring aquatic and terrestrial habitats, NCP also undertakes annual compliance monitoring to record how sites are delivering great habitat for great crested newt and wider biodiversity. The scheme, started only in 2018, has already high quality habitat at 100s of new sites across several counties and is expanding further.

<https://naturespaceuk.com/the-scheme/district-licensing-scheme/>

The Monitoring and Data Project Officer is a key role in the expanding NCP. The successful applicant will be seconded full time from Freshwater Habitats Trust to NCP.

<https://freshwaterhabitats.org.uk/projects/newt-partnership/>

## Role

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The role requires an experienced Data and Monitoring Officer to deliver and report on NCP's extensive and fast-growing compensation site monitoring programme, including great crested newt population, compensation site annual compliance monitoring, HSI surveying, eDNA sampling and the collection of various pond and terrestrial habitat metrics. The post-holder will also participate in compensation site development.

The post holder will manage our growing compensation site database liaising internally and externally with a variety of partners to ensure we have the most up-to-date datasets from a range of sources to support our work. The Data and Monitoring Officer will also oversee liaison with partner organisation NatureSpace to provide accurate and timely reporting to Natural England.

The Data and Monitoring Officer will provide support to the NCP Project Officers in the practical delivery team, including the provision of site and other maps to support the compensation sites planning and to document great crested newt habitat creation or restoration once the work is completed. Professional experience of mapping and basic analysis using GIS is essential for this role.

This is an exciting role with varied activities, including both desk-based and field work. Understanding the importance of data management with an attention to detail and a meticulous approach are paramount for this post. The Data and Monitoring Officer will be a key member of the NCP Core Team.

## Job description

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### **Monitoring programme coordination & field surveys**

- Coordinate internal and external staff to collect annual data on our compensation sites, including compliance monitoring of aquatic and terrestrial habitat created and restored, great crested population assessments and wider benefits surveys (e.g. wetland plants, invertebrates and other species as required).
- Coordinate annual landscape-scale assessment of great crested newt population in selected regions (HSI surveying and the collection of water samples for eDNA analysis by a commercial lab).
- Coordinate the annual training programme for field surveyors and/or, depending on field skills, contribute to field monitoring surveys directly (compensation site compliance assessment and eDNA sample collection; population site monitoring including bottle trapping, torching and egg-searching).
- Coordinate and/or carry out baseline assessments at compensation sites, working with Project Officers (e.g. phase 1 surveys, protected species assessments, etc.). These



surveys vary from sites to site and are essential to monitor change in future, and assess net gain at compensation sites.

### **Data management and analysis**

- Manage NCP-generated data (biological and environmental).
- Contribute to great crested newt data analysis, including basic statistical analyses, and the annual reporting of the results of the monitoring programme.
- Contribute to monitoring results dissemination, working with NCP communication team.
- Working with staff from our partner NatureSpace, ensure that up-to-date data agreements are in place with relevant organisations throughout our operational area (e.g. local record centres).
- Ensure Project Officers in the practical delivery team have access to up-to-date data to support compensation site delivery (e.g. GCN records, Ordinance survey maps etc. as ArcGIS layers).
- Working with the Administration team, ensure that the NCP compensation sites database and associated pond and terrestrial habitat data is kept up to date as new compensation sites are delivered.

### **Reporting to NatureSpace and Natural England**

- Provide NCP data as required by NatureSpace to report to Natural England according to the District Licence reporting requirements.
- Provide data about compensation sites held by NCP to NatureSpace on request.
- Contribute to the development of the NatureSpace database to facilitate NCP work and reporting.

### **Administration**

- Follow NCP internal information management systems.
- Ensure that you are familiar with NCP H&S and HR policies and implement as needed.
- Provide information on request and in good time to the members of the core team, in line with NCP policies.

### **General**

- Understand the NCP aims for GCN conservation and represent the views of the organisation in your work.



- Understand NatureSpace's District Licensing Scheme, including the legal requirements for compensation delivery.
- Seek to improve your knowledge and understanding of best practice and evidence on relevant conservation issues, with a focus on great crested newt, and freshwaters and associated habitats.
- Be responsible for your own health and safety at work.
- Contribute positively at meetings and to the maintenance of a constructive working environment.
- Undertake other duties your line manager or other members of the Senior Management Team may from time to time require.

## Person specification

### Essential experience and skills

- Degree in a relevant subject (at least 2:1).
- Experience of great crested newt standard survey methods, including Class 1 great crested newt licence.
- Experience of data management and field survey coordination.
- Good knowledge of amphibian ecology.
- Strong IT skills including MS Office and ArcGIS (including Pro).
- Full current driving licence.

### Personal qualities

- Excellent time management and other organisational skills.
- Ability to work and manage time independently.
- Team orientated and comfortable working with a wide range of partners.
- Attention to detail and able to deliver on time.
- Reasonably flexible attitude to working hours.
- Good interpersonal skills, approachable and professional.