

Job Description and Person Specification:

GIS and Data Officer

Keep Scotland Beautiful – Your charity for Scotland’s Environment

Our Vision	A clean, green, sustainable Scotland.
Our Mission	To inspire changes in behaviour to improve our environment, the quality of people’s lives, their wellbeing and the places that they care for.
Our Values	<p>We are Collaborative – we believe in collaboration and the power of working in partnership with a cross section of society.</p> <p>We are Positive – about the changes that people, communities and organisations can make.</p> <p>We are Ambitious – and will match the environmental challenges we face with positive action.</p> <p>We are Innovative – and ensure our work develops to meet the needs of those we aim to inspire and support.</p> <p>We are Influential – we use our influence to support others make environmental improvements.</p>
Our Way	<p>Community engagement – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.</p> <p>Climate Action Schools – We provide education initiatives for children, young people and educators to help you understand the challenges our environment faces and to empower you to take positive action.</p> <p>Campaigns – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action.</p> <p>Training, assessments and awards – We support you to understand, fulfil and exceed your environmental responsibilities using bespoke training, audits and assessments. We celebrate your success with awards.</p>

Job Title: GIS and Data Officer

Job Grading: Level 2 - Officer

Location: Stirling

Reporting to: Operations Manager, Environment and Place Services

Job Purpose

Reporting to the Operations Manager, the GIS and Data Officer (GDO) will work closely with Environment and Place Services Team colleagues in developing, promoting and implementing our data intelligence services to clients ensuring that our Charity continues to be at the forefront of delivering data solutions in local environmental quality.

Key Responsibilities

1. Assist in the maintenance and monthly updating of the charity's GIS platform and datasets.
2. Support the delivery of data and GIS-reporting, taking the lead on reporting of data across multiple programmes assigned by the Operations Manager.
3. Ensure data quality and integrity through data validation, cleansing, and normalisation techniques.
4. Champion the role of GIS and data-driven methods to inform strategic and operational decisions, and identify opportunities for innovation.
5. Assist with the promotion, development, training, and general data/GIS needs to support multiple internal working groups including Data, Net Zero and others.
6. Support managers in using GIS as an analytical tool to integrate datasets, help develop policy advice, and apply for new project funding.
7. Collaborate with cross-functional teams to continuously monitor and refine data requirements, including the development of data visualisation tools to track progress.
8. Monitor and help optimise data collection strategies across multiple programmes and in collaboration with partners, ensuring scalability and reliability.
9. Help communicate key messages about data using a range of channels including (but not limited to) presentations, webmaps, dashboards etc.
10. Perform any other GIS or data-related tasks as required.
11. Ensure that all retained data meets GDPR and Keep Scotland Beautiful Privacy Policy requirements.
12. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
13. To familiarise with and adhere to all internal policies and procedures
14. To ensure compliance with the company's Health and Safety policy.
15. To observe the company's Equal Opportunities Policy.
16. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

Please note: This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload.

Person Specification: GIS and Data Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> SCQF Level 9 equivalent qualification in GIS/mapping/data science or similar 	<ul style="list-style-type: none"> SCQF Level 10 equivalent qualification in relevant subject Carbon Literate
Experience / Skills	<ul style="list-style-type: none"> Relevant work experience in a role with GIS exposure or in a data analyst role. Experience of using a variety of GIS software packages, particularly ESRI ArcGIS, and QGIS. Proven experience of structured and unstructured data analysis, management and presentation, report writing, statistical modelling, and the production of maps and data visualisation[s], particularly the use of PowerBI. Good eye for detail and appreciation of accuracy and precision. Passion for data, maps, and storytelling using data. Proficient in the use of Microsoft Office. Adept in data collation, formatting, processing from multiple data input sources and data types, and data validation, 'cleaning', and overall consistent quality control. Experienced with data security, particularly surrounding privacy and compliance with GDPR amongst other regulations. Competent communicator, adept at conveying data trends to non-tech-savvy people in an acronym-free style both verbally and as copy 	<ul style="list-style-type: none"> Experience with variety of computer coding including SQL, Python, VBA, R and RStudio, Model Builder within ArcGIS, and Macros. Familiarity with open data portals and data publishing, and experience creation and implementation of APIs to facilitate data retrieval/extraction, integration, and exchange between various systems and platforms. Knowledge of GDPR parameters and requirements

	<ul style="list-style-type: none"> Knowledge of data visualisation and reporting tools, for example Power BI 	
Competencies	<ul style="list-style-type: none"> Please see separate Competencies document for this job grade. 	
Values and Attitudes	<ul style="list-style-type: none"> Commitment to the aims and objectives of Keep Scotland Beautiful; combat climate change, tackle litter and waste and protect and enhance the places we love Values: Collaboration, Positivity, Ambition, Innovation Commitment to fair, inclusive, equal opportunities and healthy and safe working practices Able to exercise discretion in handling confidential and sensitive information 	
Other	<ul style="list-style-type: none"> Ability to travel, with full valid UK driving licence Willingness to participate in training (where relevant) 	