



## Appointment of Information Officer

### Person specification

Criteria	Essential/Minimum	Desirable
Qualifications	Degree or equivalent in a relevant subject e.g. Environmental science, GIS	Post graduate qualification in a relevant subject
	A full current driving licence and ability to travel around Greater Lincolnshire	
Experience/ Knowledge	Excellent knowledge of IT, including experience of GIS	Experience of using Mapinfo
	Excellent knowledge of IT, including experience using Microsoft Access	Experience of developing databases with Microsoft Access, and/or writing queries
	Knowledge of a wide range of computer programmes and packages, including excellent knowledge of the standard Microsoft Office suite	
		Experience of using Recorder 6
		Good understanding of the conservation sector and the organisations involved
		Understanding of Local Environmental Record Centres and biological recording
		Understanding of Local Sites systems – Wildlife and Geological
		Knowledge of the landscapes, habitats and species of lowland Britain
		Understanding of the town and country planning system
		Experience of working within the voluntary/not-for-profit sector
Skills	Good communication skills; verbal, written and presentation	
	Good report writing skills	Ability to produce technical reports and write for a non-technical audience
	Ability to work with a range of organisations including statutory and voluntary bodies and amateur naturalists	Ability to represent the GLNP in external meetings and on external groups
	Initiative and problem solving	
	Good time management	
Attributes	Attention to detail and diligent in keeping records, contacts and databases up to date	
	Respect for confidentiality and discretion	Understanding of the Data Protection Act
	A professional and efficient business approach	
	Commitment to nature conservation	