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**Living Planet Index Data Entry Assistant**

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| **Job level** | **Technician 5** | **Reports to** | **Stefanie Deinet** |
| **Directorate** | **Science** | **Function** |  |
| **Contract**  | **6-month fixed term contract** | **Location** | **Regent’s Park with hybrid work possible** |

**Responsibility for resources**

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| **Direct line reports** | **None** | **Responsibility for other resources** | **Confidential data** |
| **Financial resources** | **None** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The key purpose of the post-holder is to conduct project work and assist in research related to one of the biodiversity indicators managed by ZSL – the [Living Planet Index](https://www.livingplanetindex.org/). Their primary role is to collect, process and enter data into the database, focusing particularly on closing taxonomic and geographic data gaps. Their secondary role is to assist in any project outputs, including contributing to reports and publications, producing content for websites and a newsletter, and with queries and emails concerning the Living Planet Database

The post holder will work closely and coordinate with the two project managers and existing Research Assistant to fulfil the responsibilities and activities listed within the Key Responsibilities section below.

**Key responsibilities**

* Collect abundance data for the Living Planet Database through literature searches and by contacting external collaborators
* Populate the Living Planet Database with new data by extracting relevant information from data sources
* Carry out tasks to improve the Living Planet Database by coding metadata and checking for consistency
* Help process data from the Living Planet Database to produce figures and maps for reports and website visualisations
* Assist with developing content to promote project outputs, e.g. for the website or newsletter
* Assist with responding to any queries or emails about the Living Planet Database
* Assist with vetting newly entered data once the necessary level of experience has been acquired

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |

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| Essential | * Educated to BSc degree level or equivalent qualification in a relevant subject, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience
* Previous experience of data entry and/or processing of species data
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| Desirable  | * Previous experience of using online databases
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| Knowledge and skills |

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| Essential | * Good general knowledge of global biodiversity issues
* Good knowledge of why biodiversity indicators are needed and how they are used, particularly those that relate to species
* Advanced skills in using MS office packages, specifically Excel
* Familiarity with maintaining high accuracy and attention to detail for data entry and processing
* Ability to make informed decisions on data entry and processing
* Demonstrate professionalism towards sensitive and confidential information
* Ability to learn new techniques and software
* Ability to work independently
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| Desirable | * Familiarity with GIS software
* Familiarity with R, RStudio and R Shiny
* Very good command of one of the following languages would be useful: French, Portuguese, Arabic, Spanish, or any of the other languages spoken in the Asia-Pacific region
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| Additional requirements |

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| Essential | * This post is a blended role for office and home working; some travel to the Regent Park office will be required.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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