



# GiGL

Greenspace Information for Greater London CIC  
the capital's environmental records centre

## Job Title: Nature Recovery Data Officer

### About GiGL

Greenspace Information for Greater London CIC (GiGL) is the capital's environmental records centre - we collate, manage and make available detailed information on London's wildlife, parks, nature reserves, gardens and other open spaces.

GiGL is a social enterprise with a small, committed team supported by a Board of Directors and an Advisory Panel drawing on the expertise in London to carry out our vision that London's natural environment is appreciated, understood, considered and improved.

GiGL strives to be a positive employer supporting our staff through flexible and hybrid working, training and development. We recognise the importance of our staff and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which we seek to maintain to ensure productive, effective and happy workplaces and staff.

The GiGL team are enthusiastic, friendly and committed to making a difference. We offer a great benefits package, including generous annual leave, flexible working, excellent learning and development opportunities, salary sacrifice schemes, wellbeing support and much more!

### About the GLA

The Greater London Authority (GLA) is a democratically elected strategic authority, comprising two distinct parts: the Mayor and Assembly. The Mayor is elected directly by Londoners, while the Assembly consists of 25 elected members (14 representing constituencies and the rest elected from party lists according to total London-wide vote).

The Mayor has an executive role, setting an overall vision for London and defining clear strategies on a range of issues (including air quality, spatial development, culture and tourism, economic development, transport and waste), while the Assembly members act as scrutineers.

The Mayor sets an annual budget for the GLA and for the GLA Group, which includes [Transport for London](#), [The Metropolitan Police](#) and the [London Fire Brigade](#).

This role is funded through the GLA's Green Infrastructure team, part of the Environment Team within the Good Growth Directorate. The post holder's work will contribute to the Green Infrastructures team's objectives, in making London's public realm greener, improving access to, and enhancing green spaces, increasing the capital's resilience to the impacts of climate change and safeguarding and enhancing biodiversity.

### About the role

As GiGL's new Nature Recovery Data Officer, you will be working closely with the Greater London Authority (GLA), who are the Responsible Authority for the Local Nature Recovery Strategy (LNRS) in London. One day per week will be spent working at the GLA's offices, reporting to the Nature Recovery Programme Manager in the Green Infrastructure Team, to facilitate smooth development of the Local Nature Recovery Strategy.

A robust evidence base will be essential to the creation of a successful LNRS for Greater London. You will be a key member of the London Nature Recovery Working Group, working





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closely with GiGL colleagues to help the group identify key and appropriate strategic spatial data sets and coordinating the collation and provision of data. This will also include helping to embed and further develop spatial data standards, making the provision and submission of spatial habitat data a BAU (business as usual) practice for all Local Authorities, stakeholders, project managers, grant giving organisations and landowners. This will include working with Local Planning Authorities to develop policies and procedures to make sure spatial habitat data from mandatory biodiversity net gain (BNG) baseline and gain plan reports will be shared with GiGL. The spatial data themes identified by the Working Group and to be used for the London LNRS, will also have oversight from the Nature Recovery Steering Group. Scrutiny of the data will be part of GiGL BAU activity.

The post holder will be expected to help draft briefings to the Nature Recovery Steering Group and provide technical support to the Working Group. Working alongside the rest of the GiGL team, the post holder will also help to develop a range of data, information, and answer services, for the wider GiGL partner base and the London Rewild Action Group.

In their recent letter to the Mayor, the London Assembly Environment Committee recommends “*the GLA should use the opportunity of the Local Nature Recovery Strategies to ensure that local baseline data across London is refreshed and that all Boroughs have a strategy for producing accurate assessments of biodiversity.*” The Nature Recovery Data Officer will play a key role in this, alongside the business as usual work of GiGL. Communication skills and practical ecology knowledge will be key to engage with stakeholders involved in nature and environmental data, from collection through to use. The role will involve liaising with a variety of stakeholders including Local Planning Authorities, community groups, conservation organisations, and other land holders.

Our aspirations as a social enterprise include investing profits into developing and running a rigorous survey and monitoring programme in collaboration with our stakeholders. The Nature Recovery Data Officer will work with the GiGL Exec team to take these plans forward, considering the programme’s role in monitoring the LNRS and Rewild London progress. A small amount of survey work to ground-truth outputs and trial methodologies may be necessary.

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| <b>Responsible to</b>      | Partnership Manager  |
| <b>Responsible for</b>     | Volunteers   |
| <b>Located at</b>          | We offer a hybrid working approach with up to 2.5 days in the GiGL office, one day in the GLA green infrastructure team office (both in central London) and the remainder working from home. |
| <b>Salary scale</b>        | GiGL Officer grade: £25,000  |
| <b>Hours of work</b>       | 35 hours per week  |
| <b>Holidays</b>            | 25 days per annum plus statutory holidays  |
| <b>Tenure</b>              | 12 months, with possibility to extend  |
| <b>Probationary period</b> | 6 months   |





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## Job Description

### Main responsibilities:

- As a key member of the Nature Recovery Working Group, work proactively and closely with group members and stakeholders to identify and collate key spatial data sets and ensure their integration within the group's objectives.
- Proactively search for habitat and species data to inform the LNRS through relationship building with stakeholders, and work with the GiGL Habitats Officer and Community Team to facilitate the incorporation of the data into GiGL's existing databases.
- Develop and work on policies and procedures with GiGL colleagues and key stakeholders to make spatial habitat data submission, in the agreed standards, become business as usual practice across London.
- Integrate LNRS biodiversity priorities, as they develop, into habitat data-related services for GiGL's professional, community and project networks.
- Input and work with the London Rewild Action Group, providing support to the London Rewild Data Officer and the Invasive Non-Native Species/Priority Species advisory groups.
- With the support of GiGL colleagues and an advisory group, design criteria for repeating habitat suitability mapping for London, for implementation by GiGL's Partnership Officers.
- Provide input to the next phases of GiGL's ecological network mapping.
- Aid the development of a GiGL survey and monitoring programme to assist in the ongoing monitoring of the LNRS, including opportunities for stakeholder training and apprenticeships.
- Support the evaluation, verification and management of habitat and species data held in GiGL's databases and GIS.
- Contribute to the development of relevant guidance, standards and procedures.

### Other responsibilities:

- Work with the GiGL team to carry out the work of a local environmental records centre and the delivery of GiGL's strategic plan.
- Participate in developing and implementing continual improvement of key business areas.
- Actively participate in team meetings and activities, ensuring effective internal communication, sharing of learning and the support of team members.
- Undertake admin duties along with other members of the GiGL team.
- Participate in continuing professional development, e.g. by attending ALERC and NBN conferences and seeking other opportunities to learn and develop.
- Promote the work and image of GiGL at all times, providing an efficient and courteous service.
- Undertake other duties consistent with the job role or, from time to time, assigned by the GiGL Managers and Chief Executive.

GiGL retains the right to amend the job description in consultation with the post holder to reflect changes to the role.





## Health and Safety

All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions to the Health and Safety Officer on any matters of concern.

## Equal Opportunities

To work at all times within GiGL's Equal Opportunities Policy and to promote equal opportunities wherever possible.

## Person Specification

The following experience, skills and aptitudes are those that we are looking for in candidates for the post of Nature Recovery Data Officer.

Those listed as "Essential" are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. "Desirable" skills and experience are those which it would be advantageous to have, although it is not essential.

Please keep this person specification in mind when completing the application form. **Please do not send C.V.s as these will not be used in the application process**

|   | Essential  | Desirable  |
|---|--|--|
| <b>Experience, skills and knowledge</b> | <ul style="list-style-type: none"> <li>• An appropriate environmental degree or equivalent professional qualifications</li> <li>• Good knowledge of current green infrastructure policies, frameworks and environmental legislation (e.g. LNRS and BNG)</li> <li>• Experience of working with biodiversity data and an understanding of the importance of responsible data handling and management</li> <li>• A good understanding of habitat and species survey methodologies/classification systems and nature conservation best practice</li> <li>• Proficiency in computer-based information systems including Word, Excel, Outlook, Access and PowerPoint</li> <li>• Relationship-building skills with people from different</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of completing habitat and/or species surveys</li> <li>• Experience of developing or implementing data standards and procedures</li> <li>• Experience of collaborative partnership or project delivery work</li> <li>• Evidence of demonstrating the importance of good quality data to underpin effective decision making</li> <li>• Experience of producing engaging written and oral material for a professional, scientific and public audience</li> <li>• Working knowledge of ArcMap desktop or ArcGIS Pro</li> </ul> |



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|                           | organisations and cross-sections of the nature conservation community   |   |
| <b>Personal qualities</b> | <ul style="list-style-type: none"><li>• Excellent written and verbal communication skills</li><li>• An enthusiasm and interest in conservation and the natural environment</li><li>• Excellent attention to detail</li><li>• Ability to work on own initiative and as a member of a team</li><li>• An adaptive learner with a proactive approach to problem-solving and learning new skills</li><li>• Good organisational and time management skills: able to self-motivate, meet deadlines and prioritise tasks and projects</li></ul> | <ul style="list-style-type: none"><li>• An understanding of the functions of a Local Environmental Records Centre</li></ul> |

### Conditions

- A commitment to equal opportunities and to GiGL's values.
- This is a hybrid role, split between the central London office and remote working.
- There is an expectation of one day/week spent in the office (up to 2.5 days/week are available in GiGL's office and one day in the GLA's office).
- An agreement to attend the GiGL office and other face-to-face meetings as agreed and required by the role is essential.
- Travel to other locations in London may be required on occasions, and occasional travel to national meetings and conferences may also be required.
- Willingness to work occasional irregular hours is also required, for example participating at the London Day of Nature.