



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

International Research Data Officer, Faculty of Environment



Salary: Grade 6 (£31,396 – £37,099 p.a. depending on experience)

Reporting to: Professor Simon Lewis

Reference: ENVGE1248

Fixed term for up to 26 months to complete specific time limited work

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

International Research Data Officer, Faculty of Environment

Overview of the Role

Would you like to be part of an exciting new research project on the role of central African tropical forests in slowing climate change? Are you numerate with quantitative data management and analysis skills? Do you have the skills to help others with managing data?

This is a new role to assist the CongoFor1.5 project to assess the changing ecology and carbon balance of the tropical forests of the Congo basin, led by the Ecology and Global Change Research cluster in the School of Geography. The project is to measure tropical forest trees across 225 locations across the Congo Basin and calculate how much carbon these forests are absorbing from the atmosphere. We want to know how much these forests are slowing climate change.

You will help our partners who do the field campaigns to have the datasheets required and how to fill them in, generated by our database, ForestPlots.net. You will receive scans of datasheets and digital copies of the data from long-term forest inventory plots and upload them into ForestPlots.net. You will work with our partners to check the data and complete quality control and assurance on the data, before producing diagnostic outputs from the database. You will work the partners and project Research Fellows and Principal Investigator, Prof Simon Lewis, to sign off each dataset and archive it for use in ForestPlots.net.

ForestPlots.net is a sophisticated web-based application for managing, sharing, and analysing forest demographic, biodiversity, soil, and carbon data. It focusses on the world's most species-rich and carbon-dense forests in South America, Africa, and Southeast Asia. Currently with more than 1000 registered users in 40 countries, ForestPlots.net tracks the lives of 2 million trees across 18,000 different species in over four thousand localities. The successful applicant's role will be to embed its use across our project partners in Cameroon, Democratic Republic of the Congo, Gabon, and the Republic of the Congo.

You will work closely with a team in Leeds, Prof Simon Lewis the CongoFor1.5 Principal Investigator, the Bilingual Project Manager, two CongoFor1.5 Research Fellows, and



our partners in Cameroon, Democratic Republic of the Congo, Gabon and the Republic of the Congo. On the job training will be given on using ForestPlots.net. There is an optional possibility of travel to the region to give training, if desired. Overall, you will need to plan your activities over several months, monitoring progress, deciding priorities, and ensuring successful outcomes against multiple demands.

Main duties and responsibilities

- Co-ordinating with field team leaders to ensure that they have the field sheets they need prior to fieldwork;
- Providing one-to-one training to database users from Central Africa, both remotely and for project visitors to Leeds;
- Building good relationships with the field teams and data users in Central Africa;
- Co-ordinating partners' data entry, ensuring high data quality is maintained;
- Ensuring data received in Leeds is complete, quality assurance of the forest demographic, carbon and biodiversity is complete, and ensure the partners, and PI sign off on the data, and that it is archived in ForestPlots.net;
- Producing diagnostic outputs from the individual plot data using ForestPlot.net. to ensure high data quality is maintained during data upload to signing off process, and differing methodologies are appropriately recorded and standardised;
- Independently identify any potential problems with the data, analyse the problem, and if necessary, suggest quality control procedures to address them;
- Assisting with the data management part of implementing of the CongoFor1.5 project;
- Attending CongoFor1.5 and ForestPlots.net meetings;
- Assisting the Project Manager to produce of quarterly reports for the funder;
- As necessary, improving existing training materials and developing new ones (such as user manuals, checklists, hand-outs, definitions, videos and other documentation for database users) to help users to efficiently and effectively utilise the ForestPlots.net database.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

- A relevant Degree or equivalent experience;
- Excellent numeracy and analytical skills;
- Demonstrable computer skills, including using databases, Microsoft Outlook, Word and Excel;
- Demonstrated ability to effectively handle large volumes of ecological data with an efficient and organised approach and high level of accuracy and demonstrable attention to detail;
- Excellent organisational and time management skills, using your own initiative to prioritise tasks promptly and effectively whilst working to tight deadlines;
- Able to manage and prioritise multiple activities including planning concurrent activities over several months;
- Strong team player; works collaboratively and cooperatively with colleagues;
- Excellent communication and interpersonal skills.

Desirable

- Excellent verbal and written communication skills in French;
- Advanced experience with complex large biological databases;
- Experience of working in a cross-cultural team, to inform and advise a wide range of people;
- Experience designing and delivering effective training in use of complex databases;
- A scientific background in ecology, climate, geology, or other physical science;
- Experience of working in Africa, preferably central Africa;
- Experience using ForestPlots.net, and/or SQL and/or R.

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.



Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

Find out more about the [Faculty of Environment](#)

Find out more about our [School of Geography](#)

Find out more about our [Research and associated facilities](#)

Find out more about [equality](#) in the Faculty

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

