

Job Description

1. Identification of Job

Job Title

Evidence Officer (graduate)

Function

Operations

Responsible to

Research & Evidence Manager

Responsible for

N/A

Budgets Held

N/A

2. Overall Purpose of Job

This is a one-year graduate development role, that offers the opportunity to gain experience in all aspects of the National Forest Company's research and evidence programmes. This role will work with data spanning our environmental, social and economic workstreams to help the National Forest demonstrate the impact of its work. This will include maintaining accurate spatial records that can be used in reporting key National Forest metrics, and providing data and analysis to support internal and external performance reporting.

As a key member of the Operations Team the post-holder will also have the opportunity to learn about our wider programmes which support communities, businesses and nature to benefit from a newly forested landscape.

3. Main Responsibilities

Reporting Impact for the National Forest

- a) Support the Research & Evidence Manager to monitor and report National Forest metrics to measure the long-term impact of the Forest on its communities, economy and the environment.
- b) Coordinate the reporting of National Forest Key Performance Indicators (KPIs) to report quarterly progress to the NFC Board.
- c) Support the maintenance and improvement of systems to ensure datasets are recorded accurately, and incorporate new datasets as available, to provide the most robust and up to date evidence.
- d) Support the recording and reporting of data to Defra including national tree planting figures, Nature for Climate Fund delivery and other requests.
- e) Contribute to the preparation of evidence reports and NFC strategies through data analysis and visualisation, e.g. creation of technical charts, maps, infographics etc.
- f) Engage with colleagues to better understand the range of activities undertaken by the NFC and its partners to advise on opportunities for improvements in data collection and analysis.

Maintaining Spatial Data

- g) Maintain accurate and robust spatial data records of activity in the National Forest, adding new datasets as required using the NFC Geographic Information System (GIS).
- h) Assist with the continued development of the NFC's spatial database, including the implementation of spatial data protocols to improve the flow and management of spatial data throughout the organisation and beyond.
- i) Provide company-wide support for the visualisation and analysis of spatial data for reporting, delivery, communications and advocacy.

Research Support

- j) Provide technical and administrative support for external research collaborations and contracts.
- k) Produce succinct summaries and presentation of research findings and reports for the NFC team, website and partners.

Corporate Development

- l) As a member of the Operations Team, contribute to regular planning, budgetary and reporting cycles.
- m) Attend appropriate events, conferences, meetings, workshops, and training as required.
- n) Contribute to NFC Working Groups and Board as required.
- o) Undertake any other reasonable duties to further the research and evidence programme or the wider aims of the NFC.

4. Benefits of working with the NFC

Salary

This is a full time, permanent post of 37 hours per week. The successful candidate will be appointed within the EO Grade salary range of £28,435 to £29,753.

This is a fixed term appointment for 1 year initially, with the potential to extend depending on funding.

Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c28.97% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days public and privilege holidays.

Staff Bonuses

We offer end of year performance awards to our employees.

Place of Work

The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

5. Person Specification

Experiences and Qualifications	Essential (E) or Desirable (D)
A relevant degree or post-graduate qualification, e.g. environmental science, wildlife conservation, geography or similar.	E

Knowledge	Essential (E) or Desirable (D)
An understanding of current environmental issues facing the UK	E
An understanding of datasets relating to environmental monitoring	E
An understanding of datasets relating to social and economic monitoring	D
An understanding of research practices, monitoring techniques, mapping, and data management to provide a robust evidence base	D
Knowledge of the National Forest	D

Skills	Essential (E) or Desirable (D)
Good working knowledge of Microsoft Office suite, including Word, Excel and PowerPoint	E
Basic level of knowledge and experience with GIS applications	E
Excellent written and oral skills, communicating effectively to a range of audiences	E

Personal Qualities and Behaviours	Essential (E) or Desirable (D)
Diligent, with a high level of attention to detail	E
High level of enthusiasm, self-motivation and flexibility	E
Collaborative team player, able to work autonomously and across the organisation	E
Able to organise and prioritise multiple work packages to meet deadlines	E
Commitment to environmental issues	E
An understanding of the importance of Equality, Diversity and Inclusion	E