WCMC

Associate Data Analyst - Nature Conserved

Application Pack

Thank you for your interest in the role of Associate Data Analyst within the Nature Conserved team at UNEP-WCMC

We are seeking a highly motivated Associate Data Analyst with strong numerical skills, an eye for detail and a commitment to providing accurate data and analyses to decision-makers. This role will support UNEP-WCMC's Nature Conserved team, particularly with our work on ensuring that international trade in deforestation-related commodities and wildlife is both legal and sustainable.

Applicants should be proficient in the analysis, cleaning and manipulation of large, complex datasets in R and have experience of managing large datasets and code scripts. As contributing to reports for policy-makers will be a key aspect of the role, the successful applicant will also have experience of synthesising information and conveying key results in succinct and engaging outputs. A basic knowledge of and interest in wildlife trade, deforestation and forest policy is also important. Practical experience in analysing, cleaning and manipulating trade data (e.g. UN Comtrade data or EU Comext data) would be highly valued, as would knowledge/experience of working on sustainable supply chains and/or traceability.

We will provide you with the challenge of working on high impact projects where your work really makes a difference in the field of conservation. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to take action for nature. We do this by equipping governments and partners with trusted science, data, and policy advice to support better decision-making for the benefit of people and the planet. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that it is accessible and is driving decision-making across sectors and scales. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of 34 people plays a central role in high profile collaborations that are at the leading edge of efforts to deliver a nature-positive world. This includes: our work in support of global efforts to regulate the international trade in wildlife, including through the management of key global datasets (e.g. the CITES Trade Database and Species+); delivering the Protected Planet Initiative, a global platform for knowledge and data on the status and trends of protected and conserved areas; and our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world.

We work as one organisation. While our projects, partnerships and collaborations form the basis of the Nature Conserved team's focal initiatives, they are delivered across the whole Centre.

ABOUT THE ROLE

Job Description

We are looking for a highly motivated Associate Data Analyst with an eye for detail and a commitment to providing accurate data and analyses to decision-makers.

This role will support UNEP-WCMC's Nature Conserved team, particularly with our work on ensuring that international trade in deforestation-related commodities and wildlife is both legal and sustainable. UNEP-WCMC's portfolio of projects includes the provision of support on monitoring of the implementation of the EU Timber Regulation (EUTR), the Forest Law Enforcement, Governance and Trade (FLEGT) Regulation, the EU Wildlife Trade Regulations and CITES.

The main focus of this post will be to work with a dedicated team to conduct analyses of numeric data and to write scientific reports for policy-makers, primarily in relation to the international trade in deforestation-related commodities and wildlife.

Key Areas of Responsibility

The key areas of responsibility are to work with a dedicated team to:

1. Conduct quantitative analyses of large datasets, including various types of trade/customs/licencing data, and clearly present numerical information in reports and other outputs (including through the use of infographics);
2. Contributing to the drafting and compilation of scientific reports and policy-relevant analyses in relation to the implementation of the EUTR/FLEGT Regulation regionally and CITES globally, ensuring that outputs are succinct and consistently delivered to the high quality reflective of UNEP-WCMC's standard;
3. Management of large datasets, including cleaning and manipulation of trade/customs/licencing data, as well as contributing to the accurate entry of data into global datasets maintained by UNEP-WCMC (e.g. the CITES Trade Database);
4. Responding to requests for technical information on behalf of the team; and
5. Contributing to, and working as part of, a cohesive team in the implementation of the Centre's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

Other Duties

The postholder will be expected to extend their own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC on an on-going basis. Associate Data Analysts may be delegated responsibility for support and guidance of short-term casual staff and Interns. On an occasional basis, the postholder may be asked to attend relevant meetings (primarily in the UK or Brussels). Other duties may be assigned from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:
An undergraduate degree in quantitative sciences, statistics, or similar.

Desirable:
Post-graduate degree in a relevant discipline (e.g. quantitative sciences, environmental policy, forestry, etc.).

Experience

Essential:

- Technical proficiency in the analysis, cleaning and manipulation of large, complex datasets in R;
- Experience of managing large datasets/databases and code scripts (e.g. source/version control/collaborative coding/ GitHub);
- Experience of synthesizing numerical data and conveying key results in succinct and engaging reports;
- Experience synthesizing diverse literature and scientific information;
- Basic knowledge of and interest in international wildlife trade, deforestation, and international and regional forest policy.

Desirable:

- Practical experience in analysing, cleaning and manipulating trade/licensing data (e.g. UN Comtrade or EU Comext data, national customs data, CITES trade data, FLEGT licence data);
- Knowledge/experience of working on deforestation impacts, sustainable supply chains and/or traceability (including experience in analysing relevant datasets);
- Experience of working on EUTR/FLEGT related matters and in the biodiversity or forestry sector. Experience in writing policy-relevant reports for decision-makers in these contexts particularly relevant;
- Experience of using data visualisation tools to present data (e.g. trade analyses);
- Experience of developing automation scripts for repeat data tasks in R (e.g. functions or shiny apps).

Skills

- Strong numerical skills and ability to analyse complex quantitative and qualitative data;
- High level of attention to detail and motivation to ensure that data are interpreted correctly and that outputs delivered are of consistent high quality;
- Excellent writing skills, including the ability to critically review scientific information/literature and write concise, balanced and well-referenced syntheses;
- Strong communication and inter-personal skills for working as part of a collaborative team;
- Flexibility, task prioritisation skills and excellent time management; and
- Fluency in spoken and written English is essential to this role. In addition, fluency in French or Spanish is desirable.

Type of Person Required

The successful candidate will be a conscientious and motivated individual committed to providing robust, evidence-based technical and scientific support to policy makers. They will be an excellent data analyst, a critical thinker and they will have a strong interest and ability in synthesising quantitative and qualitative information. They will be ready to take initiative and work autonomously with little supervision, to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality outputs. They will be driven to contribute to UNEP-WCMC's work in ensuring that international trade in timber and wildlife is both legal and sustainable.

OUR OFFER

Job Title: Associate Data Analyst
Team: Nature Conserved
Reporting to: Programme Officer
Job Reference: AD1317
Start date: TBC
Salary: £22,000 - £27,000
Contract: Permanent, Full-time
Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK

This is not a United Nations Post

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave

- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.

ABOUT UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."
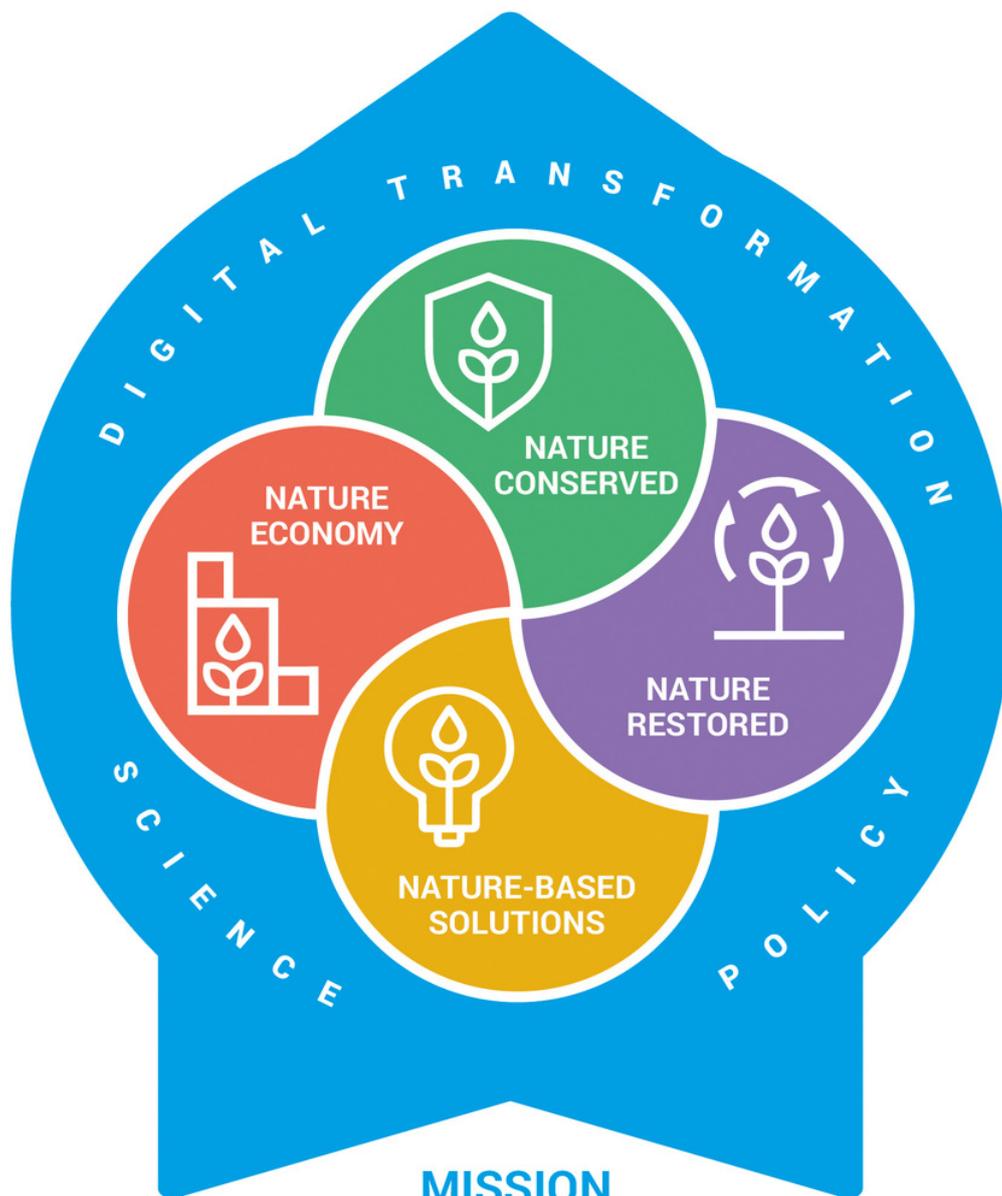
Jonny Hughes, CEO of WCMC

Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

VISION 2050
Living in harmony with nature

DIGITAL TRANSFORMATION

SCIENCE

POLICY

NATURE CONSERVED

NATURE ECONOMY

NATURE RESTORED

NATURE-BASED SOLUTIONS

MISSION
We develop knowledge and capacity
for a nature-positive world

The people

We have around 180 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!

The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.

Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalites, but in all protected characteristics (age, disability, gender reassignement, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us, for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

HOW TO APPLY

If you are looking for a rewarding and challenging post where you can put your technical expertise and excellent numerical skills to good use while contributing to global efforts to safeguard nature, we want to hear from you.

Please complete our application form and personal details form and send them together with your 2 page CV through this **link**.

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

Closing date: 12th April 2022

WCMC