

**WCMC**



**AD1507 Management Information Officer -  
Operations Team  
Application Pack**



## ABOUT WCMC

WCMC is a UK-based registered charity that operates in seamless collaboration with the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC). Together, we are confronting the global crisis facing nature.

We do this through our unique position in ensuring science, knowledge and insights shape global and national policy. We have around 240 passionate professionals on our staff drawn from over 40 nationalities who work with partners around the world to build capacity and create innovative solutions to environmental challenges. The Centre also uses its position as a respected custodian of powerful and trusted environmental data to create positive impact for people and nature.

**"We are in a make or break decade for nature with WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."**

Jonny Hughes, WCMC CEO



# Thank you for your interest in the role of Management Information Officer

We are looking for a Management Information Officer to join our Operations Team. The ideal candidate will support business operations by providing accurate reporting of business information, supporting decision taking and leading the data extraction and migration from our existing ERP system to a new one.

The successful candidate will work with our Business Analyst to build compelling dashboards in the ERP system along with delivering training to staff in the use of the ERP system.

The role offers potential for development in Operations, Business Analysis and Data Analysis. The successful candidate will have strong organisational, interpersonal and time management skills as well as excellent attention to detail. You will be happy to support across the team but can also work independently. We are looking for an individual with excellent numerical skills and strong problem-solving skills.

# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

This role provides an opportunity to join the Operations Team to support business operations. This role includes providing the accurate reporting of business information to support decision taking, leading the data extraction, transformation, and migration from our existing ERP system to a new one, and developing dashboards and reports for staff. The role offers potential for development in Operations, Business Analysis, and Data Analysis roles and will develop excellent communications skills to improve the smooth-running operation of WCMC as a business.

### Key Areas of Responsibility

#### Information Management:

- Support and advise on the implementation of a new ERP system through using tools such as Power Query to extract data from Deltek and transform into a suitable upload for a new ERP system.
- Provide second line support to all staff on the use of the ERP system.
- Work with Business Analyst and other stakeholders from across the organisation to build compelling dashboards in the ERP system.
- Deliver training to staff in the use of the ERP system.
- Work to build capacity in the the organisation to further understand the tools we use, providing a robust support network for the wider Centre.
- Produce quality management information reports, including revenue, utilization, forecasts and project risk report, and hold monthly meetings with Heads of Teams to discuss.
- Support Business Analyst in implementation of new or updated procedures or systems.

#### Processes and tools:

- Assist in implementation of Project Excellence Team actions.
- Produce new management information files using the new ERP system.
- Ad-hoc business reports as needed, such as trend data and other short-turnaround tasks.

#### Capacity building:

- Provide advanced training on the ERP system to Programme Administrators and other superusers.
- Assist in the maintenance of database-related processes in the Project Management Framework.

#### Database Management:

- Use the Administrator role in the ERP system to assist with troubleshooting and upgrading functionality as and when required.

# Person Specification

## Qualifications/Education

### Essential:

- A level maths or equivalent.
- Excellent written and verbal communications skills, C grade or above GCSE English or equivalent.

### Desirable:

- Degree in relevant subject.
- Relevant qualification or work experience in information, project or financial management or business administration.

## Experience

### Essential:

- Knowledge of and experience using ERP software and databases.
- Experience of data entry and cleaning.[KP1]
- Excellent skills in the use of Office 365 software such as Word, Excel and SharePoint.
- Experience in producing reports, such as expenditure reports, pipeline reports or revenue reports.
- Experience in working with a management system, such as ERP, timesheet, accounting or project management
- Ability to produce compelling KPI/information dashboards
- Experience of resource planning and budgeting processes in multiple currencies.
- Experience in using SQL and Power Query.
- Advanced Excel, VBA, Tableau, PowerBI.

### Desirable:

- Experience working closely with a Finance department.
- Experience working with Deltek and/or Oracle NetSuite

## Skills

- Excellent numerical skills.
- Excellent organisational skills and attention to detail.
- Strong interpersonal and communications skills, including the ability to communicate with staff across all levels.
- Strong problem-solving skills. Ability to take the initiative and improve procedures.
- Excellent time management skills and prioritisation skills with multitasking a range of diverse requests from different teams.
- Commitment to meeting deadlines and respond positively to these even at short notice.
- Team player

# OUR OFFER

**Job Title:** Management Information Officer

**Team:** Operations Team

**Reporting to:** Operations Manager

**Job Reference:** AD1507

**Start date:** As soon as possible

**Salary:** GBP £30,500 to GBP £36,000 per annum, depending on skills and experience

**Contract:** Permanent, Full-time

**Location:** The post holder will be expected to reside in the UK within commuting distance of Cambridge and to attend the office in Cambridge 2-3 days each week. We have a flexible hybrid working policy in place, for further details, please email [recruitment@unep-wcmc.org](mailto:recruitment@unep-wcmc.org)

**This position is not suitable for visa sponsorship. This is not a United Nations Post. This position is with the charity WCMC, working in collaboration with UNEP.**

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 (8% after three months)
- Annual cost of living increase and regular salary reviews
- Good opportunities for progression and promotion around a fifth of staff gaining promotion annually
- Flexible hybrid working policy which allows multiple combinations of home, office and remote working, including working from anywhere in the world for up to six weeks. All new starters will be required to attend the office a minimum of 3 days per week during their first three months.
- Life assurance against death in service (4X annual salary)
- Company sick pay which increases with term of service
- Health cash plan contributing towards the cost of essential medical care
- Generous annual holiday allowance of 25 days, increasing by one additional day each full calendar year worked up to 30 days, plus 3 closure days over the Christmas period.
- Scheme to buy or sell annual leave where staff can choose to 'buy' annual leave days or 'sell' unused leave
- Generous maternity leave, shared parental leave and adoption leave policies that cover 18 weeks at 90% pay after a qualifying service period. Also four weeks paid paternity leave and one week paid grandparents leave.
- Unpaid sabbatical scheme which applies after at least 12 months continuous service with WCMC
- Free parking at the Huntingdon Road office
- Excellent training and development opportunities, designed for every career stage, with five days minimum training annually for every employee. This can be used flexibly for training courses, attending conferences, webinars or workshops, coaching and mentoring, shadowing or practicing skills or reading.
- Cycle to work Scheme which helps spread the cost of purchasing a new bike
- Workplace nursery scheme
- Fantastic shared social space and kitchen facilities with free tea and fresh coffee
- Employee assistance programme and bereavement line to offer help and advice to staff and their families on matters related to wellbeing, finances, relationships, family and more. This includes a number of free counselling sessions if they are needed.
- Brilliant Social committee which organises regular fun events and social gatherings
- Caring Staff Liaison Committee that listens and makes recommendations on continuously improving the working experience for staff
- Wellbeing Hub
- Focus on environmental sustainability kept in check by our Environment Committee
- Free annual flu vaccine
- Interest free study loans (subject to conditions)
- A diverse and inclusive workplace with over 40 nationalities represented on the staff

## Training

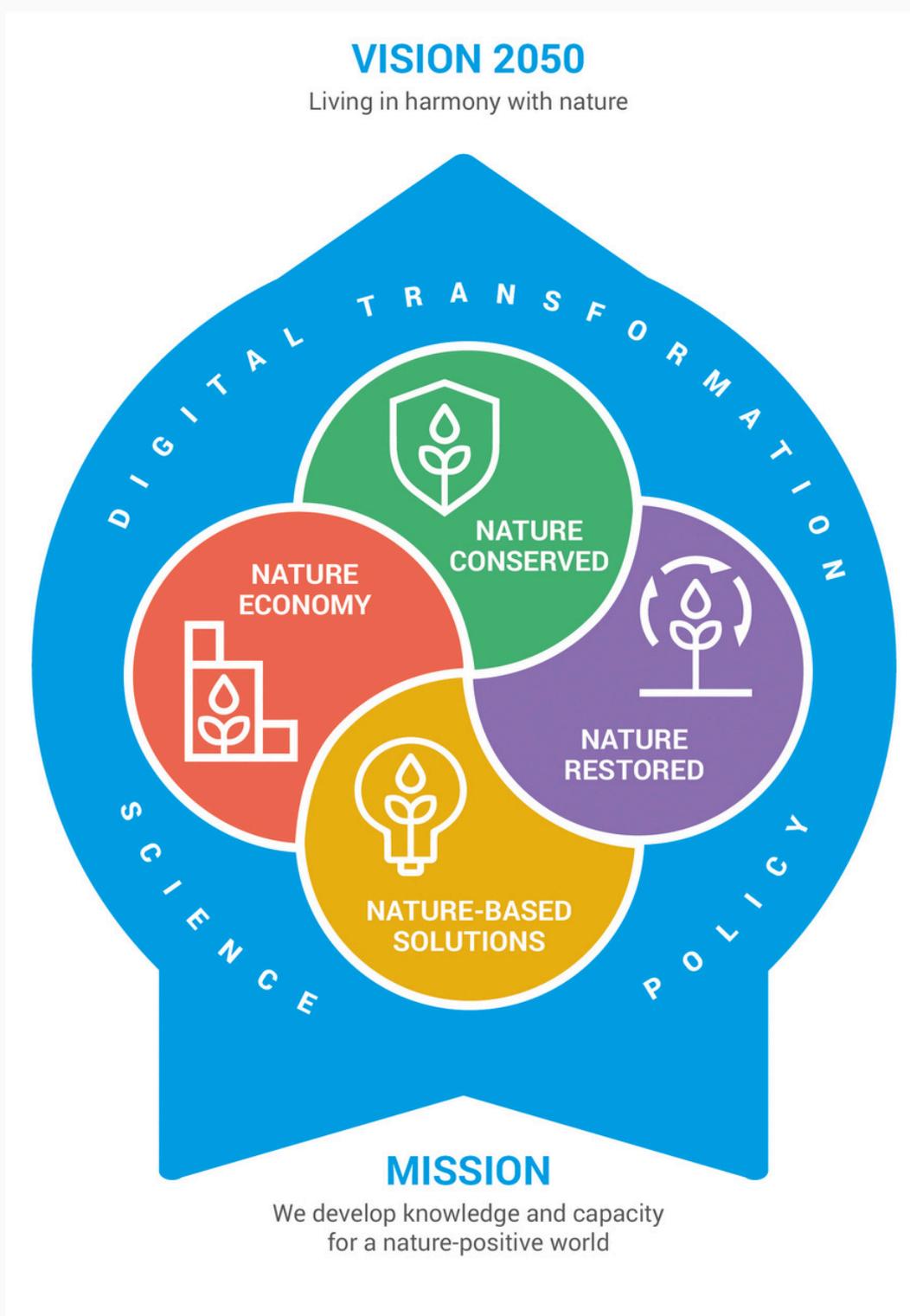
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 includes Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training and performance 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.

## UNEP-WCMC Strategy

UNEP-WCMC delivers its strategy through four independent impact areas which are complemented by three cross cutting innovation areas.





## The people

We have around 200 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 worldclass scientists and professionals!



## The culture

The WCMC 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 have lots of outdoor space including a wildlife pond, which is a popular area for outdoor meetings and relaxation. We also have tea every Wednesday afternoon, with locally home made cakes and catch up with everyone and everything that is going on at WCMC.

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

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities conducted 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 nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

WCMC has 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 where this is compatible with visa sponsorship criteria. Due to recent changes in this criteria, we are only able to offer sponsorship for our higher grade roles.

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 motivating post, we want to hear from you.**

Please complete our [application form](#) and send it together with your [2 page CV](#) and a [short covering letter](#) by applying online at [www.unep-wcmc.org/en/vacancies](http://www.unep-wcmc.org/en/vacancies)

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: 16th March 2025. Please note we reserve the right to close this position as soon as a suitable applicant is found, so please do not delay your application.**



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:

 **UNEP-WCMC**

 **@United Nations Environment Programme**  
**World Conservation Monitoring Centre**

 **@unepwcmc**

 **@unepwcmc.bsky.social**

 **@unepwcmc**

[www.unep-wcmc.org](http://www.unep-wcmc.org)