

**Job Title: Data Manager**

**Grade: 3 (1)**

**Salary: £34,000 – £36,000 depending on experience**

**Type of contract: Fixed term (12 months)**

**Team: Intelligence & Investigation Unit**

**Background:**

EIA investigates and campaigns against environmental crime and abuse. Our undercover investigations expose transnational wildlife and forest crimes. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

**About the role:**

The illegal wildlife trade remains a lucrative business with an estimated value of £15 billion per year and is often orchestrated by highly organised, transnational criminal networks. At EIA, we monitor, collect and analyse data on seizures, arrests and prosecution records to help build a picture of the current scale of environmental crime and abuse. We track the global trends through dashboards and maps that illustrate the smuggling and trafficking hotspots as well as the transportation routes and we chart the links between the criminal networks and key individuals involved. The analysis of this data contributes to the understanding of wildlife crime trends, which provides evidence to influence policy decisions that benefit wildlife and sustainable development.

EIA is seeking a skilled data manager, or data analyst, with proven project management skills and experience, for a 12-month full-time contract. The role will lead on a funded project which aims to improve the accessibility of wildlife crime data to both the public and private sector. The ideal candidate will have experience using data analysis and visualization tools to analyse wildlife crime, as well as knowledge of data modelling techniques. EIA is seeking a candidate with strong inter-personal skills to liaise with external partners to deliver activities and innovative solutions through working groups.

**Main purpose of the position:**

The Data Manager's role is to lead on a data project within the organisation, implementing activities and ensuring continued reporting against project deliverables. The Data Manager will work closely with the Data Analyst, managing EIA's databases and leading on the collaboration with partner organisations on data sharing and the

identification of technological solutions. The Data Manager role will also assist in developing EIA's Media Monitoring programme, which aims to improve the accessibility of wildlife crime data within the financial sector, through a variety of outputs.

**Organisational matters:**

The Data Manager will report to the Head of Intelligence and Investigations Unit.

**Primary responsibilities:**

- Lead and manage project activities; maintain relevant project trackers and workplans; oversee project monitoring and evaluation reports.
- Maintenance of EIA's Global Environmental Crime Tracker tool using Power BI, including updates to functionality and technical assistance for identified bugs.
- Management of EIA's internal environmental crime database to ensure it continues to support campaign needs for data analysis.
- Management of EIA's data collection processes within EIA, ensuring data is collected efficiently and held securely, in line with GDPR.
- Communication and collaboration with EIA colleagues on database requirements
- Leading on EIA's Media Monitoring programme, liaising with financial institutions and partners to facilitate efficient data sharing.
- Providing training to partner organisations in the public and private sector on using EIA's data.
- Develop formal and informal partnerships with conservation partners and other sector specific partners in the areas of finance, transportation and law enforcement to improve the collection of data relevant to understanding wildlife trade dynamics. Play an active role in negotiating and managing data-sharing agreements with partner organisations, government entities, civil society organisations and NGOs in conjunction with EIA staff.
- Identification of technology solutions to facilitate improved data management and data sharing.
- Produce concise, accurate, informative, fully referenced written and verbal outputs in a timely manner resulting from activities for further dissemination.
- Manage project staff and volunteers as required.
- Participate in EIA's long term strategic planning and Theory of Change process as required.

**Person specification:**

- Educated to degree level or other relevant professional training.
- Demonstrable strategic planning and project management skills, and evidence of successful implementation of initiatives
- Experience with data-handling tools, including client databases e.g. R, SQL, MS Access
- Experience of data visualisation software eg. Tableau, Power BI
- Experience of MS Office suite applications including O365 and MS Sharepoint
- Knowledge of data quality approaches, data modelling and storage

- Experience with compilation and analysis of data; statistical analysis is an advantage.
- Excellent communication skills and stakeholder liaison experience
- Good interpersonal skills and excellent team working ability
- Knowledge and application of data protection laws.
- Experience in the implementation of new technology solutions for data analysis and/or management.
- Fluency in English.

**Desirable experience:**

- Knowledge of the illegal wildlife trade, environmental crime or conservation
- Line management of staff
- Experience in GIS applications
- Experience within the financial sector or knowledge of financial crime