



Mewn Partneriaeth â  
**Llywodraeth Cymru**  
In Partnership with  
**Welsh Government**

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Severn Estuary Partnership, School of Earth and Environmental Sciences.**

**Job Title:** Severn Estuary Data and Reporting Officer

**School/Department/College:** EARTH

**Line Manager:** Christina Ingle

**Salary:** £24,900

## BACKGROUND AND JOB PURPOSE

The Severn Estuary Partnership (SEP) has been awarded funding from the Nature Networks Fund (round 4), administered by The National Heritage Lottery Fund, to support “Future Proofing the Severn Estuary” project that aims to enhance the protection and resilience of the Severn Estuary’s Marine Protected Area (MPAs), recognised internationally for its unique habitats and biodiversity. The project builds on three decades of collaborative work across the estuary, and this new initiative will play a vital role in delivering SEP’s vision for a sustainable, thriving Severn Estuary.

Over the three years of the project, key actions will include:

1. Updating the *State of the Severn Estuary Report* (SOSER) to provide robust, up-to-date data for environmental monitoring and decision-making, including developing a plan for proposed data and evidence collection, and research and delivery of a data and evidence conference in the final year of the project.
2. Supporting the Bird Aware Severn initiative, helping to reduce recreational disturbance to sensitive bird populations.
3. Managing invasive non-native species and supporting efforts to improve water quality.
4. Empowering citizen scientists to help monitor and protect the estuary’s rich biodiversity.

The placement student will support the update of the State of the Severn Estuary reporting framework, with a focus on delivering the Evidence and Data Collection Plan.

During the first year, the project will involve extensive stakeholder engagement to identify data needs, gaps, and resolution requirements for decision-makers. This will inform the prioritisation of data collection methods—both traditional and innovative—and highlight any permissions or licences required, as well as potential delivery partners.

The student will contribute to a wide range of tasks to support SEP and its stakeholders, helping to gather, assess, and communicate data effectively while ensuring stakeholder and community engagement.

This role offers flexible, blended working, with time spent both in the SEP office and remotely, as agreed with the line manager. The student will be based with SEP, hosted by Cardiff University, and will need to travel across the Severn Estuary area as part of project delivery.

The Future Proofing the Severn Estuary project is funded by the Nature Networks Programme and delivered by the Heritage Fund on behalf of the Welsh Government.

## **DUTIES AND RESPONSIBILITIES**

### **Key Duties**

- Deal with a range of enquires from Severn Estuary stakeholders and partners in a professional manner.
- Work with others to make recommendations for the development and improvement of the Severn Estuary Partnership's State of the Severn Estuary reporting Framework.
- Create good working relationships with key contacts to help improve engagement and communication
- Undertake a variety of administrative duties to support the SEP team.
- Gather and review data to update the State of the Severn Estuary framework making sure the information is accurate and highlighting to your line manager basic trends and patterns.
- Actively contribute to the success of the Severn Estuary Partnership and Future Proofing the Severn Estuary Project.

### **Specific Duties**

Working with the project coordinator and key partners, the successful candidate will:

- identify and deliver an agreed aspect of the SOSER data and evidence collection plan focusing on priority data gaps;
- Undertake quality assurance and analysis of existing data and data collected in the field on an agreed aspect of the State of the Severn Estuary reporting Framework;

- By undertaking stakeholder engagement, identify and collect additional data and evidence for input to the SOSER;
- develop recommendations for future monitoring and/or updates to the data and evidence collection plan.

**Other:**

- Undertake stakeholder engagement (one to one and online) in line with the above tasks
- Assist with delivery of and facilitate workshops and events, including our annual forum
- Assist the Comms Officer with publicity, social media and other media campaigns in line with role.

**General Duties**

- Abide by all Severn Estuary Partnership and Cardiff University policies and undergo appropriate personal and professional development.
- Perform other duties which are not included above, but which will be consistent with the role.
- Uphold the Professional Services Values & Behaviours or local equivalent.

**PERSON SPECIFICATION**

We want to employ people with a wide variety of experiences. We welcome applications from all sections of the community regardless of sex, ethnicity, disability, sexual orientation, trans identity, relationship status, religion or belief, caring responsibilities, or age. We are particularly seeking applications from candidates who come from backgrounds that are underrepresented at the University, including people from Black, Asian and Minority Ethnic communities.

Your application will be assessed against the following essential and desirable criteria for the role. Please copy and paste this section into a new document and give clear examples of how you can evidence meeting each criteria by writing under each one. You can draw on elements from any aspect of your life (e.g. work, home, education/qualifications or community life) as long as you focus on their relevance to the role.

**How to Apply**

To apply for this position please submit a CV and covering letter, detailing how you meet the role specification to [severn@cardiff.ac.uk](mailto:severn@cardiff.ac.uk) by 20th June. Interview dates will be confirmed after the closing date.

Please note that these are also the criteria shortlisted applicants will be assessed against at interview and/or by other means (e.g. a skills test).

**Essential Criteria (maximum of 10)**

1. Ability to carry out a variety of administrative tasks, including report writing.
2. Experience of using common office IT packages (e.g. MS Office, e-mail etc.), as well as any relevant data analysis software.
3. Ability to communicate with a wide range of people effectively and courteously whilst maintaining professional standards, adapting your language and style of communication depending on who you are communicating with.
4. Ability to work well with your team, knowing how to give advice, guidance and feedback (to colleagues and members of the public) as appropriate.
5. Self-motivated with the ability to plan and organise your own workload within agreed timelines as set by your Line Manager, whether working remotely or in the office.
6. Ability to use your initiative to solve problems, finding and proposing the best solution.
7. A good understanding of environmental, economic, cultural issues facing coastal communities
8. Proven experience of data analysis in both quantitative and qualitative data sets
9. Be part-way through a relevant degree or completed two years of an undergraduate degree

**Desirable Criteria (if appropriate)**

1. Familiarity with and knowledge of the Severn Estuary, including key environmental, social and economic features.
2. Experience of working with a broad range of external partners, such as those found in multi-stakeholder settings
3. Ability to speak/understand Welsh or a willingness to learn.

**HOW WE WILL SUPPORT YOU IN PERFORMING THIS ROLE**

We want to support and develop you in the role, using a combination of the following to help you reach your full potential.

1. Regular one-to-one meetings with your team leader.
2. An experienced and supportive team around you.
3. Support to undertake job-relevant training and development, as identified by your Line Manager.
4. Support to learn Welsh or to update language skills.
5. Attendance at relevant events and conferences