



Falkland Islands Government – Job Description

Job Title:	Data Manager I		
Department:	Natural Resources (Fisheries)	Section:	Scientific
Reports to:	Data Analyst		
Grade:	F	Job Code:	326DM1

Overall Purpose of the Role:

To ensure all Fisheries data are entered accurately into the databases, apply quality control to the data entry process, manage and provide data storage and presentation.

Key Role Activities:

- **Data Management and Technical Accountabilities:**
 - ❖ Enter catch and transshipment reports from fishing vessels and cargo vessels into the appropriate databases. Oversee the handling and storage of data from commercial vessels licensed in Falkland Islands' waters and fishing vessels reporting from the high seas. Ensure that all information is accurate.
 - ❖ Organise and coordinate data entry by other members of the Fisheries Department staff if necessary and ensure that everything is entered in timely and correct manner.
 - ❖ Liaise with the fishing industry, verifying data and dealing with data requests to and from Companies and the general public to supply information in tabular and graphic format.
 - ❖ Establish the routine use of new and continue existing protocols for data collection, processing and the secure storage and archiving in both electronic and paper media.
 - ❖ Apply quality control operations using the appropriate software to produce secure data storage and archiving.
 - ❖ Assist the Department Scientists and Scientific Observers in the laboratory to process samples including otoliths, statoliths and to perform some histology work when required.
 - ❖ Covering the office manager in terms of managing the directors diary, processing and paying invoices, updating leave records and covering the reception.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

Careful and accurate entry, checking and processing of catch and biological data is essential for the work of the Fisheries Department scientific staff.



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Person Specification:	Data Manager I		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
Two years' experience with computer technology including knowledge of databases, word processing and writing of standard operating procedures.	✓		A/I
Experience working in a laboratory.	✓		A/I
Fast and accurate document processing and data entry.	✓		A/I
Laboratory experience processing / analysing otoliths or statoliths and histological samples.		✓	A/I
Experience of fisheries data analysis.		✓	A/I
A good understanding of commercial fisheries issues.		✓	I/R
Personal Attributes:			
Ability to function as a member of a small team.	✓		A/I
Ability to learn new skills.	✓		I
Flexibility and willingness to take on new / additional tasks.		✓	I/R
Qualifications and Training:			
GCSE Maths Grade B or above	✓		A
A level Mathematics / Statistics		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R - Reference