

Candidate Information Booklet

GIS (Geographic Information Systems) Officer

The National Biodiversity Data Centre is committed to a policy of equal opportunity.

Closing Date for Applications:

5pm on Friday the 22nd of October 2026

(Late Applications will not be considered)

THE POSITION

Background

The National Biodiversity Data Centre is the newest, state-sponsored centre, established to support biodiversity data and information needs to address the Biodiversity Crisis. It was established as a Company Limited by Guarantee in December 2022, following a decision of Government to secure the long-term future of the Centre. The primary role of the Centre is to contribute to build the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible to promote a better understanding and appreciation of biodiversity at the local level. The National Biodiversity Data Centre is a predominantly publicly funded entity, rather than a public sector body.

Since its establishment as a Company Limited by Guarantee, the National Biodiversity Data Centre has undergone a transformative phase with new and improved governance structures, has developed its five-year Strategic Plan, and has almost doubled its staff complement. Consequently, it is now better equipped to make a real and lasting impact on what we know about the state of biodiversity in Ireland, and what evidence-based actions are best to address biodiversity loss.

The National Biodiversity Data Centre has built and manages an extensive biodiversity digital infrastructure to meet many of the national biodiversity data management needs. This infrastructure is offered as a shared service to partner organisations to assist their biodiversity data management needs and to facilitate data mobilisation. Underpinning this infrastructure is a national biodiversity database that contains almost seven million species occurrence records from 199 different datasets.

A Digital Services Team has been established to support the work of the Centre and to assist the growing number of staff being recruited. Working closely with Compass Informatics Limited, the National Biodiversity Data Centre's current Technical Support Partner, the Digital Services team is responsible for the entire suite of digital bioinformatics infrastructure, which is used for the capture, management, reporting and publication of biodiversity data.

The newly adopted Prioritised Digital Infrastructure Plan has been designed to enhance the centre's core bioinformatics infrastructure, enabling it to effectively pursue its seven strategic objectives: Mobilising data, Tracking change, Informing decision-making, Developing strategic partnerships, Facilitating international collaboration, Communicating effectively, and Strengthening the recording base.

At the centre of the Prioritised Digital Infrastructure Plan is the full-scale expansion of ArcGIS (Online and Desktop) and the comprehensive rollout of FME data workflow software, including Form and Flow (local and hosted). With the centre's unique remit and newly acquired charity status, it now has access to the complete ArcGIS technology stack and FME suite of software through not-for-profit licensing agreements. These new opportunities are unlocking transformative digital capabilities which offer exciting new opportunities for the way the centre captures, collates, analyses and shares its data. The new ArcGIS and FME environments will create an agile mobile friendly platform that will enable NBDC to react quickly to initiatives and support the scientific work of staff to assist in the preservation and enhancement of biodiversity in Ireland.

The GIS Officer role has been established to implement, develop, and administer the centre's new ArcGIS Online EU environment and to support staff in the roll out and use of ArcGIS Pro. The GIS Officer will also work closely with the Head of Digital Services, and the centre's FME support partner IMGS Limited, to administer and develop its FME Flow environments.

The National Biodiversity Data Centre is based at Beechfield House, SETU West Campus, Carriganore, Co. Waterford and operates a hybrid working policy with staff based in Waterford and working remotely. It currently has a staff complement of 30.

For details of the role and work of the National Biodiversity Data Centre view the website <https://biodiversityireland.ie>

Main Duties and Responsibilities

The primary duties of the role will include:

- Implement, develop, and administer ArcGIS Online (EU) tenant.
- Support staff in the roll out and use of ArcGIS Pro and ArcGIS Online applications.
- ArcGIS Online application development / configuration (including ArcGIS Story Maps, ArcGIS Dashboards, ArcGIS Hub Sites, and ArcGIS Experience Builder).
- Develop, support, and implement mobile GIS solutions (ArcGIS Survey 123, ArcGIS Field Maps, and ArcGIS workforce) using smartphones and tablets.
- GIS Data management. Including collection, validation, integration, manipulation, enrichment, and dissemination.
- In conjunction with the ICT Systems Administrator establish a central repository to provide staff with authoritative datasets and a dedicated workspace for developing projects and generating new data assets.
- GIS Project management, operations management, and system implementation
- Provide spatial data analysis and mapping services for internal customers, including preparation of data and occurrence maps to support the production of atlases.
- Undertake spatial data gap analysis
- Use FME Forms to develop complex workspaces that read, validate, audit, cross-reference, manipulate, enrich, and disseminate spatial and non-spatial data.
- Work with Technical Support Partners and ESRI Ireland to resolve day-to-day ArcGIS and FME Technical Support issues and to provide Front-Line / onsite support wherever possible.
- Assist in the administration, development, and capacity building of FME Flow environment.
- Develop and administer appropriate training programmes and materials.
- Engage with colleagues within NBDC and with stakeholders to develop and deliver online solutions to support business needs.
- Support the use of standards and best practices in regard to metadata and data cataloguing.
- Act as a champion by promoting GIS, FME, and associated spatial technology use within the National Biodiversity Data Centre for the purpose of enabling transparent decision making and introducing efficiencies.
- To keep abreast of ArcGIS and FME technology developments and identification of opportunities to be gainfully utilised by the National Biodiversity Data Centre.
- Continue to develop ArcGIS, FME, and general GIS skills as technology changes.
- Working with ESRI Ireland and SAFE Software to ensure the organisation is adequately licensed.
- Ensure GDPR compliance.

- Training and mentoring of staff.
- Performing other duties as directed or required.

Essential Criteria for the role

Candidates must demonstrate in their cover letter and Curriculum Vitae that they meet all the below essential criteria.

Each candidate must, on the latest date for receipt of completed application forms, have;

- a) hold a qualification of at least Level 7 on the National Framework of Qualifications (NFQ) in GIS, Geomatics, Geosurveying or a comparable qualification and at least 2 years directly relevant, recent GIS hands-on experience from your employment to date;

OR

- b) have at least 3 years of directly relevant GIS professional experience using ESRI technology from your employment to date;

AND

- c)
 - Have good working knowledge of GIS principles and mapping concepts, e.g. grids, projections, transformations, generalisation, accuracy, precision etc.
 - Have experience in the management of GIS Projects from inception to delivery.
 - Have very good working knowledge of ArcGIS Online including hands on experience with, but not limited to, the following components:
 - Content Management
 - Web App Builder or Experience Builder
 - Survey 123 or Field Maps
 - Dashboards
 - Story Maps
 - Have very good working knowledge of ArcGIS Pro.
 - Have excellent written and verbal communication skills in English.
 - Have a full clean Irish, EU or UK driving licence.
 - Have full rights to work in Ireland.

Additional Desirable Criteria for the role

- Certified FME Professional
- Very good working knowledge of FME Forms and building repeatable workspaces.
- Hands on experience with FME Flow and / or FME Cloud Hosted and components such as:
 - Automations or Scheduled Tasks
 - Notifications
 - Workspace Apps
- Hands on experience of configuring ArcGIS Hub Sites.
- Have experience in the use and configuration of map services (ArcGIS REST, OGC).
- Working knowledge of SQL Server databases.
- Training in use of biodiversity and ecological data.

The ideal candidate will also poses all or a subset of the following for the role

- Have knowledge of spatial analysis and visualisation techniques.
- Have experience of processing, cleaning, quality checking, auditing, creation, and maintenance of spatial datasets.
- Have experience in geospatial data storage and management.
- Possess strong cartography and map representation skills.
- Experience in providing technical support, skills transfer, and training.
- Have a proven ability to translate business requirements into technical solutions and to deliver results in a changing and fast-moving environment.
- Have knowledge of Data Governance and familiarity with Open Data concepts.
- Have excellent interpersonal, communication and presentation skills.
- Have a keen eye for detail, a commitment to accuracy, and a relentless pursuit of perfection, which is reflected in high quality mapping outputs.
- Be a self-starter and dedicated project finisher, capable of continuous self-learning and innovative thinking, working to tight deadlines, and committed to achieving high-quality results.
- Possess strong interpersonal and communications skills and an ability to present complex information in a clear and concise manner to both technical and non-technical audiences.
- Ability to encourage the use and integration of GIS in daily work practices.

Reporting

The GIS Officer will report to the Head of Digital Services.

Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in appendix 1.

CONDITIONS OF SERVICE

Tenure

The post is whole-time and permanent.

Salary

The salary scale for the post of GIS Officer is:

€40,905 - €42,420 - €44,440 - €45,955 - €47,975 - €49,743 - €51,515 - €53,045 - €55,085, with increments being awarded annually, subject to satisfactory performance in the role. After 3 years on the maximum, a Long Service Increment to €56,616 (1st LSI) will be available, with an additional Long Service Increment to €58,146 (2nd LSI) being available after a further 3 years, both of which will again be subject to satisfactory performance in the role.

Entry point to this scale will be based on relevant experience.

Annual Leave

23 days per annum. Rising to 24 after 5 years' service and to 25 after 10 years' service.

Flexible and Remote Working

The place of work will be the National Biodiversity Data Centre Headquarters, Beechfield House, South-East Technological University, West Campus, Carriganore, Co. Waterford, X91 PE03.

The National Biodiversity Data Centre are open to discussing flexible and remote working arrangements upon completion of the six-month probation period. It is important for the successful candidate to spend as much time as possible on-site during their first six months to support onboarding, collaboration, and knowledge transfer. Following this period, a hybrid arrangement can be in effect, with a preference for up to two on-site days per week.

Hours of Attendance

The normal working hours are 37.5 hours per week, 09:00 – 17:30 Monday to Friday with one hour for lunch.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. Overtime rates will not apply to additional hours worked outside of normal hours.

Retirement / Superannuation:

The National Biodiversity Data Centre will provide a 5% pension contribution to the employee's Personal Retirement Savings Account.

Probation

There shall be a period after appointment takes effect during which the appointed person shall hold their employment on probation. Such period shall be six months, but the Chief Executive may, at his discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the Chief Executive Officer.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

Professional Development

- **Training and certification:** NBDC actively supports professional development and will fund relevant training and appropriate certifications. This benefit is available immediately from the start of employment.
- **Conference attendance:** Employees have opportunities to attend national and international FME and Esri User Conferences. National events are available immediately, European events following successful completion of the three-month probation period, and the Esri User Conference in San Diego and FME International User Conference in Vancouver after one year of service.

APPLICATION PROCESS

Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by the National Biodiversity Data Centre. The shortlisting will

be carried out on behalf of the National Biodiversity Data Centre by Final Draft Mapping, against criteria specified for the position and only on the basis of the information contained in the candidate's Cover Letter and CV. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Final Draft Mapping may decide that a smaller number will be called to the next stage of the selection process. In this respect, Final Draft Mapping provide for the employment of a shortlisting process to select a group who, based on an examination of the CV and Cover Letter, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your Cover Letter and CV.

- An interview.
- A second interview which may include a presentation or other exercise.
- The National Biodiversity Data Centre may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews during the week commencing 2nd of November 2026 at the offices of the National Biodiversity Data Centre, Beechfield House, South-East Technological University, West Campus, Carriganore, Co. Waterford X91 PE03. Remote Interviews may be accommodated but only in exceptional and unavoidable cases. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.

The National Biodiversity Data Centre will not be responsible for any expense a candidate may incur in attending for interview.

References

It would be useful if you would begin to consider names of people who would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you; at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you

come under consideration after the interview stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

How to Apply

To apply, please submit a comprehensive **curriculum vitae (C.V.)** clearly showing the relevant achievements and experience in your career to date. You must also submit a **cover letter (no more than three pages)**, with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. **All applications must be submitted to Glen Bambrick at Final Draft Mapping using the online form at the following link:** <https://jobs.finaldraftmapping.com/job/gis-officer/>

If you have any questions regarding the role, please feel free to contact Glen Bambrick by email at info@finaldraftmapping.com or call 083 357 0990.

Closing Date

Your CV and Cover Letter must be submitted by 5pm on Friday the 22nd October 2026. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: info@finaldraftmapping.com

Candidates with Disabilities

The National Biodiversity Data Centre is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by the National Biodiversity Data Centre, or who do not, when requested, furnish such evidence as the National Biodiversity Data Centre requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

The National Biodiversity Data Centre will require the person to whom appointment is offered to take up the appointment within a period of not more than three months and if he/she fails to take up the appointment within such period or such longer period as the

National Biodiversity Data Centre in its absolute discretion may determine, the National Biodiversity Data Centre shall not appoint her/him.

APPENDIX 1

Key Competencies for this position

A competency framework has been developed for the position of **GIS Officer**.

The key competencies for the role are as follows;

Competency	Behaviours
Delivering Results	• Plan and prioritise work effectively to achieve agreed goals. • Ensures accuracy and precision in all tasks • Conducts thorough quality assurance checks and validation of datasets to maintain high standards of data integrity. • Takes ownership of GIS and data-related issues, proactively identifying, diagnosing, and resolving technical or spatial data problems. • Follows through on data requests, mapping outputs, and project deliverables to ensure timely and successful completion. • Identifies potential risks, data gaps, or inefficiencies in GIS workflows or biodiversity information systems and takes steps to address them. • Contributes to the development and implementation of project or operational plans, supporting NBDC's mission to collect, manage, and share biodiversity data. • Makes timely, well-informed decisions, demonstrating sound judgement and an awareness of wider programme and policy implications. • Takes initiative to improve systems, streamline data processes, and enhance the accessibility and quality of biodiversity information.
Communicating Effectively & Personal Effectiveness	• Develops and maintains productive working relationships across all levels of the organisation—technical, scientific, administrative—as well as with external stakeholders, academic bodies, government agencies, NGOs, etc. • Ability to communicate complex spatial, ecological, or technical information in an easy-to-understand manner for both technical and non-technical audiences. • Ability to produce clear and structured documentation, including GIS methodologies, spatial workflows,

	mapping standards, data documentation, and technical reports. • Seeks out and values advice and feedback—Capacity to influence people and situations to achieve goals.
Performance through People	• Takes ownership of tasks and delivers high-quality work • Demonstrates a proactive approach to problem-solving, seeking solutions rather than waiting for direction. • Contributes positively to a collaborative team environment, sharing GIS and data management expertise to support colleagues and enhance overall team performance. • Builds and maintains strong working relationships with internal teams and external partners • Adapts to changing priorities or project requirements, showing flexibility and a commitment to achieving shared organisational objectives.
Technical Knowledge & Experience	• Understand the role of GIS Officer within the Digital Services Team at the National Biodiversity Data Centre. • Good working knowledge of GIS principles and mapping concepts (grids, projections, transformations, generalisation, accuracy, precision etc.) • Has hands on experience with ArcGIS online components (see section above titled <i>Essential Criteria for the role</i>). • Very good working knowledge of ArcGIS Pro. • At a minimum understands what FME is and the capabilities it can bring to an organisation.