An tIonad Náisiúnta Sonraí Bithéagsúlachta
National Biodiversity Data Centre

Candidate Information Booklet

Biodiversity Data Analyst

(Full time, 3-year fixed contract)

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

Closing Date for Applications:

5pm on Friday the 27th of November 2026

(Late Applications will not be considered)

THE POSITION

Background

The National Biodiversity Data Centre is a 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 improve governance structures, has developed its five-year Strategic Plan, and has grown 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 developed and manages an extensive biodiversity digital infrastructure that supports many of Ireland's biodiversity data management needs. This infrastructure is offered as a shared service to partner organisations, helping them manage biodiversity data and facilitating data mobilisation. At the core of this infrastructure is the national biodiversity database, which at the end of 2025 contained more than nine million species occurrence records covering almost 19,000 species. The Centre's recently acquired charity status has created new opportunities to further enhance this digital infrastructure. Through not-for-profit licensing agreements, the Centre now has access to the full ArcGIS technology stack and the FME data automation platform. These tools are enabling transformative new capabilities for preparing data for statistical analysis and modelling, while also providing a state-of-the-art digital environment for the presentation, communication, and dissemination of biodiversity data, insights, and results.

The Centre provides support to a large citizen science network that generates high-quality data on the distribution of species in Ireland, and through its monitoring programmes is tracking trends in populations of aspects of Ireland's biodiversity. It also delivers large work programmes on pollinators, invasive alien species and marine biodiversity to support evidence-based actions around these thematic areas. Taken together, the Centre now

generates and manages, subject to licencing, large data holdings that present opportunities for statistical analysis and ecological modelling to gain deeper insights into the aspects of Ireland's biodiversity.

To advance the objectives and goals of the organisation, the Centre is now looking to appoint a Data Analyst to improve the Centre's capabilities around biodiversity data analysis.

Main Duties and Responsibilities

The Data Analyst will have responsibility for delivering a prioritised programme of statistical analysis and ecological modelling to gain deeper insights into aspects of Ireland's biodiversity, the factors that influence biodiversity, and to contribute insights into scenario planning.

A prioritised programme of analysis will be developed jointly with the Centre's Chief Scientific Officer. The programme will be built around answering specific ecological questions, such as:

- How will the range of key indicator species (butterflies) shift under various climate change models?
- Identify potential niches for invasive species that are expanding e.g., Greater White-toothed Shrew
- Habitat suitability modelling for rare or under recorded species – probability of occurrence mapping
- What species presence most accurately predicts high overall biodiversity by habitat type?
- Build a model that predicts "sampling effort" (how likely it is to record *anything* in a grid square) and use it as a covariate to "clean" the actual species distribution models.
- Model 'first sighting' dates to assess phenological shifts in migratory birds, spring plants etc.
- Model first appearance of pollinators vs flowering times of plants to identify ecological mismatches

The analyst will work closely with members of the Digital Services team to ensure data is fit for purpose and develop methods for extracting species records from the core database to support statistical analysis by both the analyst and other researchers. They will also use ArcGIS Online applications and StoryMaps to present, communicate, and disseminate results to both internal and external audiences.

Essential Criteria for the role

Candidates must demonstrate in their cover letter and Curriculum Vitae that they meet all the essential criteria identified for the post. Each candidate must, on the latest date for receipt of completed application, have:

- A recognised Level 9 degree in ecology, biodiversity, environmental or natural science, or statistics,
- A deep understanding of biodiversity data analysis and ecological modelling,
- Demonstrable experience of having completed analysis using different analytical methods,
- Experience cleaning, validating and documenting large or complex datasets to ensure they are suitable for analysis. This should include identifying missing, duplicate, inconsistent, taxonomic, spatial or temporal data,
- Demonstrable proficiency in R or another suitable statistical programming environment, such as Python, including data preparation, statistical modelling, visualisation and reproducible analysis,
- Ability to assess and clearly communicate model assumptions, sampling bias, uncertainty, limitations and the reliability of analytical results.
- Ability to translate ecological or organisational questions into clear analytical plans and deliver documented, reproducible outputs.
- Have the ability to work independently and in a team environment,
- Have a full, clean Irish or UK driving licence,
- Have full rights to work in Ireland.

Additional Desirable Criteria for the role

- Experience of writing scientific content for a general audience,
- Experience querying relational databases using SQL.
- Experience using Git or another version-control system.
- Familiarity with desktop GIS such as QGIS or ArcGIS Pro,
- Familiarity with ArcGIS Online or similar.
- Familiarity with FME or other Extract Transform and Load (ETL) tools.
- Familiarity with biodiversity data standards and metadata, such as Darwin Core.

Reporting

The Data Analyst will sit within the Digital Services Unit and 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 offered as a three-year contract.

Salary

The applicable salary scale for the post is as follows:

(Nine Increments + two *Long Service Increments)

€40,905 – €42,420 – €44,440 - €45,955 - €47,975 - €49,743 - €51,515 - €53,045 - €55,085 - *€56,106[1] – *€58,146[2], with increments being awarded annually, subject to satisfactory performance in the role.

Long service increments may be payable after three years (LSI1) and six years (LSI2) satisfactory performance at the maximum of the scale.

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 probation period 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 standard working week is 37.5 hours, 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:

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

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 Officer 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 conferences. National events are available immediately, European events following successful completion of the three-month probation period, and international conferences 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 FRS Recruitment 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, FRS Recruitment may decide that a smaller number will be called to the next stage of the selection process. In this respect, FRS Recruitment 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.

It is the intention to hold interviews during the week commencing Monday the 7th of December 2026 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 two 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 Maria Weafer at FRS Recruitment at the following email address: MWeafer@frsrecruitment.com

Closing Date

Your CV and Cover Letter must be submitted by 5pm on Friday the 27th of November 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: MWeafer@frsrecruitment.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.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the National Biodiversity Data Centre or person nominated by the National Biodiversity Data Centre to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the National Biodiversity Data Centre.

Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email MWeafer@frsrecruitment.com

General Information

Legal Compliance

The National Biodiversity Data Centre is committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts 1997, 2003 and 2014.

GDPR Compliance

The National Biodiversity Data Centre collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Use of Recording Devices

The use of recording equipment is prohibited during the application and interview process.

Candidate Obligations

Candidates must not knowingly provide false or misleading information. Candidates must not interfere or compromise the competition process in any way.

Request for Feedback

Feedback will be provided at the end of the selection process. Should further feedback be required this can be requested by emailing MWeafer@frsrecruitment.com

APPENDIX 1

Key Competencies for this position

The key competencies for the role are as follows;

Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Translate ecological questions into appropriate analytical approaches.
	Use statistical programming and spatial-analysis tools effectively.
	Evaluate biodiversity data quality, sampling bias and fitness for purpose.
	Demonstrable proficiency in R or another suitable statistical programming environment, such as Python, including data cleaning, statistical analysis, ecological modelling, visualisation and the production of reproducible analytical outputs.
	Ability to assess and clearly communicate model assumptions, sampling bias, uncertainty, limitations and the reliability of analytical results.
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues he/she considers important

Management& Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the organisation
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects

	Presents information in a confident, logical and convincing manner, verbally and in writing

Interpersonal & Communication Skills	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across the organisation
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including policymakers, funders, the citizen scientist community and the public more generally

Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the organisation
	Demonstrates experience in, or good awareness of, QGIS / ArcGIS Pro, geospatial data handling and analysis.
	Demonstrates experience in, or good awareness of, SQL and ETL tools such as FME
	Has a breadth and depth of knowledge of organisational issues and is sensitive to wider policy and organisational priorities
	Is considered an expert by stakeholders in own field/area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role