

Candidate Brief

**Project Assistant
Knowledge Management**

CABI Wallingford

September 2017

CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to www.cabi.org and www.plantwise.org

THE ROLE

Job title: Project Assistant, Knowledge Management

Salary range: £18,500-£22,000

Grade: HAY 2

Direct reports: None

Key peer group: Editorial Assistant, Technical Assistant

Location: [Wallingford], UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <http://www.ukba.homeoffice.gov.uk/>)

Purpose of the role:

This is a junior role in the Knowledge Management team but with substantial room to develop. It is charged with assisting in all areas of the project portfolio, with a particular focus on data management and use. Appropriate training will be provided but a technical mind is required.

Some projects that you could be working on include:

- The Pest Risk Information Service (PRISE), an early warning system which combines earth observation, plant health modelling, and real-time field observations to forecast pest activity in sub-Saharan Africa, and disseminate alerts and proactive plant health advice to help farmers prevent pest losses.
- The Plantwise knowledge bank, a global resource to help combat plant health problems, which includes diagnostic resources, pest management advice and front-line pest data for effective global vigilance.

About Knowledge Management

CABI's Knowledge Management theme brings together a diverse set of projects that seek to support international development through the use of data, information, and digital technologies. This includes, for example, pest modelling, mobile phone services that give advice to farmers, online information portals, use of remote sensing data, projects to improve access to scientific information, mobile phone apps, and platforms for the collection and management of field and crowdsourcing data.

Key accountabilities:

You will work across CABI's Knowledge Management projects. Specific activities will depend on project requirements, but examples could include:

- Contribute to data management activities; organise, clean, and categorise datasets
- Design and set up simple data collection tools.
- Quality control metadata and indexing so that resources are easily retrievable by website and app users.
- Support coordination of ICT rollout and establishment within projects..
- Collate analytics reports on web and app products using tools like Google Analytics or Flurry
- Carry out user needs research, contribute to the design of user-friendly tools and systems, and monitor and interpret user feedback
- Communicate with and provide support to end users when they have questions or challenges
- Provide insights on, and demonstrate the value of, CABI's knowledge management tools to internal and external partners.
- Assist colleagues across CABI also involved with data use.
- Work with others across the knowledge management team to deliver, document, and demonstrate progress towards milestones.
- Participate in projects and business development opportunities.
- Carry out other tasks as necessary

CANDIDATE PROFILE

Knowledge & Skills

- This post would suit an individual with an undergraduate or postgraduate degree in an appropriate scientific discipline, experience with data management and an interest in developing a career in knowledge management and/or international development.

Education & Qualifications

- Undergraduate or Postgraduate degree in an appropriate scientific discipline (e.g. data science, bioinformatics, ecology, agricultural disciplines, statistics, international development)
- Technical aptitude, including use of in-house and proprietary software
- High level of data literacy required, familiarity with data management and analysis tools is desirable
- Excellent communication skills, both written and oral, and an eye for detail
- Foreign language skills are desirable
- Some understanding of plant pests and diseases is desirable

Experience

- One or more years' experience in a data management/information role related to a scientific discipline or international development

Personal Characteristics

- Team player
- Self-motivated
- Good sense of personal responsibility
- Confident to interact internally and externally
- Very organised
- Flexible
- Curious and keen to innovate
- End user focused
- Enthusiastic
- Able to meet strict deadlines
- Enthusiastic about data and information use

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 36/2017 to recruitment@cabi.org. Please state where you saw this advertisement.

Please note closing date for receipt of applications is Monday 16th October 2017.