

JOB DESCRIPTION

Monitoring and Development Technician (Paid Internship or Apprentice role)

Fixed Term contract until 30 April 2019: 30 hours per week (Negotiable)

Salary: Living wage (Currently £8.75/hour) Potential for candidates with experience to negotiate on salary.

Cycling Scotland is the nation's cycling organisation. Working in partnership with other organisations, with funding from Transport Scotland, we help create an environment for everyone in Scotland to cycle easily and safely. Our vision is of a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

Reporting to the Monitoring and Development Officer, this role will help deliver the Cycling Potential project and also assist in the National Monitoring Framework project and analysis of data relating to cycling and active travel in Scotland. Responsibilities will include:

1. Supporting the Monitoring and Development Officer in delivering the Cycling Potential project
2. Supporting the Monitoring and Development Officer in delivering the National Monitoring Framework, a nationwide monitoring project
3. In depth analysis of existing internal and external datasets
4. Working with partners on the development and population of Cycling Scotland's open data platform
5. The use of GIS to perform spatial analysis
6. The creation of new data sets using a range of existing and new data
7. Attending meetings with partners and stakeholders
8. Creating data visualisations and mapping geospatial data
9. Working in partnership with key active travel delivery partners to promote successful active travel interventions.
10. Ensuring activity is delivered on time and within budget.
11. Supporting colleagues in the delivery and monitoring of internal projects.
12. Any other duties considered relevant to the post.

Key competencies

	Essential	Desirable
Relevant Experience	Advanced knowledge of common software, especially MS Excel.	Knowledge of SQL, Python or similar
	Excellent attention to detail	Experience of detailed data analysis
	Experience working with large datasets	Awareness of national data sources such as the Scottish Household Survey
Special Knowledge & Skills	Able to convert data into required formats	Knowledge of open data standards
	Awareness of GIS software	Experience with ArcGIS and/or QGIS.
	Committed to the promotion of cycling and sustainable transport	
	Willingness to work flexible hours and to travel remotely throughout Scotland on occasion	
	Effective team player	