



Post: Data Migration Officer (Herbarium)
Division: Science
Department: Herbarium

Job Description

Key Responsibilities

- Work with RBGE staff and external consultants to prepare and clean the data held in the main herbarium collections database before and after migration into the new MySQL-based data management software
- Support the preparation and cleaning of data from additional existing systems currently holding preserved botanical and fungal collection data and molecular data within RBGE
- Support the training of staff in the use of MySQL-based data management software
- Assist with the development of customised forms using XML

Specific Responsibilities

- Work with the data manager and the Herbarium team to prepare and clean existing collections data at RBGE
- Fully document data preparation and cleaning processes
- Carry out pre-migration data cleaning within existing data structure
- Carry out data cleaning using a range of tools including Open Refine
- Where appropriate include standard identifiers as part of the cleaning process
- Work with the data manager and the Herbarium team to modify existing forms in the MySQL-based data management software using XML



Person Specification

Skills/Aptitude/Knowledge	Essential	Desirable
MySQL & XML programming	*	
OpenRefine	*	
GitHub & Documentation	*	
PHP & Python		*

We are **inclusive**: We recognise, reward and celebrate each other's unique contribution and treat everyone with dignity and respect

We value **pride**: We have a strong sense of belonging and demonstrate this through what we say and what we do

We have **purpose**: We are clear on the long and short term priorities of RBGE and align our contribution, responses and actions to these

We are **communicative**: We are open, respectful, and consultative, creating an environment of transparency and trust

We are **collaborative**: We respect expertise and actively seek opportunities to improve how we work together

We are **customer focused**: We understand the needs of our customers and colleagues, and meet and exceed their expectations

We celebrate and value **curiosity**: We are inquisitive and engaged with the world around us, constantly exploring, expanding our expertise and sharing our knowledge