



Post: Data Migration Officer (Living Collections)
Division: Horticulture & Learning
Department: Horticulture

Job Description

Key Responsibilities

- Ensure the successful uptake of IrisBG Collections Management Software by Horticulture Division at RBGE
- Introduce hand held devices for managing data and workflows in Horticulture
- Assist in the integration of mapping of living collection with the new Iris system

Specific Responsibilities

- Support plant records officer in ensuring data integrity during migration to IrisBG
- Provide training and support to Horticulture staff in the use of IrisBG
- Liaise with managers, plant records officer and curators to ensure that adaptations to workflows are consistent across RBGE and support the long-term management of the living collection and the associated data
- Ensure that staff, data and software are “decant ready” for the beginning of Edinburgh Biomes horticultural decant
- Introduce hand-held devices and mapping into the horticulture workflows
- Ensure that mapping data in living collections is available from Iris after the migration
- Ensure that all four gardens have uptake of new software
- Ensure that data cleaning post-migration has been completed



Person Specification

Skills/Aptitude:	Essential requirements	Desirable for post
Ability to work with teams of dedicated horticulturalists and managers at 4 different sites in Scotland to change workflows.	*	
Ability to manipulate large volumes of scientific data in different software packages	*	
Ability to verify and validate large volumes of horticultural data including taxonomic data	*	
Ability to add, curate, and analyse data in ESRI ArcMap or equivalent GIS computer package	*	
Ability to provide tailored software training	*	
Ability to work with hand-held devices both indoors and outdoors	*	

Knowledge:	Essential requirements	Desirable for post
In-depth knowledge living collection data of a large internationally important scientific botanic garden's data	*	
Understanding of horticultural practices in scientific botanic garden	*	

Professional Qualifications:	Essential requirements	Desirable for post
Undergraduate degree in plant science, horticulture, or relevant experience.	*	
MSc in plant science horticulture or related subject or 3 years of relevant experience	*	



Royal
Botanic Garden
Edinburgh

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