Natural history collections data administrator

Job and requirement profile

Organisational unit	Swiss node of GBIF at info fauna
Function	Scientific collaborator
Degree of employment	60 - 70 %
Start date	01.04.2024 Time limitation: ☐ no ☒ yes: 31.03.2026

1. Job profile

SCNAT and InfoSpecies have joined forces to make data from biological natural history collections curated in Switzerland accessible for research and teaching. To this end, a centralised online infrastructure, in which natural history collections data and images will be integrated, interconnected and digitally available (known as the Swiss Virtual Natural History Collection, hereinafter SVNHC) will be established. Automatized data flow will make information on collection data of collections curated in Switzerland also findable and accessible on relevant national and international platforms. A data aggregator and an online portal hosted at GBIF.org (SVNHC) for querying the data are currently in development. Data from Swiss natural history collections have to be migrated to the data aggregator and be displayed on the online-portal.

This job profile is focused on the mobilization of data in natural history collections and the transfer to the data aggregator, as well as the set-up of the online-portal SVNHC in GBIF.org. The position will be under the umbrella of GBIF.ch and the person will be part of the Node staff. It includes the following tasks:

- Create supports (scripting assistances, tutorials, workshops, individual assistance) to facilitate mobilisation and transfer of data of biological specimens, in line with the requirements and work developed in the context of the GBIF.ch

- Prepare data management plans and agreements to intitutionalise collection data exchanges with GBIF.ch

- Assist data providers in the mobilisation, harmonisation (data cleaning) and transfer of data relating to natural history collections (including information related to the Registry of Collections - GRSciColl)

- Contribute and coordinate the set up of the contents of the SVNHC online-data portal in GBIF.org.

- Support the establishment and management of a "media store" solution for the SVNHC including interactions and communication with the natural history collection institutions involved in the SwissCollNet-initiative
- Support the collection institutions in the mobilisation and transfer of geological data to GeoCAse

2. Requirement profile

Formation

Master in Biology

Expertise / Professional experience

Experience in collection work or collection-related research in a natural history museum, botanical garden or university, together with practicein the management of large amounts of data are required. Understanding the development and handling of databases is expected, and knowledge in collection content management systems, in particular the software open-source "Specify", is a plus .

The person is well informed about the national landscape around biodiversity data, and understands the roles of each partner. A good comprehension of the platforms active in publishing and making data available is as well expected. He/she is familiar with international data standards and is disposing over a professional network with the public collection institutions in Switzerland. He/she has communication skills and demonstrates flexibility.

Language skills

Mother tongue is one of the national languages, with good knowledge of German or French as a second language, good knowledge of English

IT skills

Good user knowledge of the Office suite; knowledge of working with databases; bases in a scripting language such as R or Python

Personal qualifications

Initiative; team spirit, consensual approach; independent, efficient, structured and punctual work; skillful oral and written communication; enjoyment of collaboration

Are you interested? If so, we look forward to receiving your complete application in PDF format before March 17th, 2024, sent to emploi@infofauna.ch. Starting date: as soon as possible.

For further information, Nils Arrigo, Head of the IT Department, is available. nils.arrigo@infofauna.ch