

## Data Coordinator

**Position:** Data Coordinator  
**Qualification:** Hydrographic surveyor/ data management qualification or equivalent  
**Location:** Remote: UK / Ireland / Norway

### About XOCEAN

XOCEAN is an ocean data company – we collect data for clients ranging from mapping the seabed to monitoring the environment. However, we do this differently, instead of using conventional crewed survey ships, we have developed a marine robotic system known as an Uncrewed Surface Vessel (USV).

### Overview

Responsible for the secure transfer, upload, management and archiving of the survey data collected to the cloud based processing platform.

### Main Duties & Responsibilities

Responsibilities will include:

- Upload, management and archiving of survey data on the XOCEAN cloud based processing platform.
- Coordination of secure data transfers.
- Diligent data management.
- Coordinating and facilitating data processing on the cloud based platform.
- Maintaining hardware tracking logs.
- Managing data storage budgets, assessing risks and providing feedback to the Survey Team Manager and the sales team
- Quality Control of survey data files and reports prior to data delivery.
- Delivery of survey data and reports.
- Document and revision control.
- Mentoring and advising colleagues on data management.
- Occasional site visits for data collections.
- Tasks befitting the running of the survey department.

### On occasion this role may involve

- Survey data processing and reporting.
- Managing and maintaining Quality, Environment and Health and Safety standards including updating, implementing and management of all ISO processes as appropriate to the role.
- Implementing, maintaining, managing and updating all standard operating procedures and processes appropriate to the role.

### Requirements: Essential Skills / Attributes and Experience

- Hydrographic Surveyor or data management Qualification.
- Minimum 2 years “big data” management experience.
- Strong organisational skills.
- Experience in managing large and complex data.
- Good knowledge of Microsoft Office software.
- Enthusiastic, flexible and proactive nature with a keen attention to detail.

### Desirable Experience

- Experience with cloud data storage (e.g AWS, Azure, GCP).
- Experience with marine survey data.
- ARC GIS knowledge would be an advantage.

### Apply

- Applicants must demonstrate how they meet the essential criteria. Desirable criteria may be used for further shortlisting.
- We thank all candidates for their interest, however due to very high volumes, only those who are selected for further consideration, will be contacted directly.
- To be eligible for this position you must have a valid working visa / permit to work in Ireland/ UK/ Norway.
- Closing date for applications is 20<sup>th</sup> March 2023.
- Please apply online and follow the instructions or submit your CV to [careers@xocean.com](mailto:careers@xocean.com).

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women.