

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Global Science Co-ordinator (IBAs & KBAs)
DIVISION/DEPARTMENT:	Science Division in Science, Policy and Information Management Department

1. OVERALL PURPOSE OF JOB

To coordinate BirdLife's global science work on Important Bird and Biodiversity Areas (IBAs) and Key Biodiversity Areas (KBAs). The IBA Programme aims to identify, document, monitor and effectively conserve a global network of sites that are important for the world's birds and other wildlife. Over the past four decades over 13,000 sites have been identified and documented globally. While the means and standards of site identification are agreed globally, the whole process relies on locally collected, ground-truthed data that are analysed nationally. The KBA Partnership and Programme build off BirdLife's experience and success with IBAs (and its adaptation by other organisations for other taxonomic groups) and broadens the approach to cover all elements of biodiversity. BirdLife plays a key role in the governance and implementation of the KBA Programme, as a member of the KBA Partnership.

The jobholder is responsible for ensuring BirdLife's work on IBAs and our contribution to the KBA Programme are scientifically robust, and that the BirdLife Partnership are engaged and fully supported in the science elements of these Programmes. The main areas of work are to:

Support the BirdLife Partnership to apply scientific standards (IBA Criteria and KBA Standard) to the identification, delineation and documentation of important sites

Develop standardised methods, guidance and tools for IBA and KBA work, including through contributing to technical documents, processes and bodies (particularly the KBA Technical Working Group) under the KBA Programme.

Lead the development of technical aspects of IBA and KBA monitoring, and promote its application

Support broader national and regional IBA and KBA identification and review efforts and ensure these meet appropriate regional and global standards

Promote and provide technical support and guidance on the use and application of IBA and KBA data

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Chief Scientist, SPI
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
IBA/KBA Technical Officer Senior Division staff as appropriate
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
IBA programme staff / lead person and others within all Regional Divisions. Science, Policy and Information department staff (particularly Director, Chief Scientist, Global IBA Programme Coordinator, Research Fellow, Global Science Coordinator (Species), Senior Scientist, Senior Marine Science Officer, Head of Information Management, Senior Web Developer, Database Developer, GIS Officer, GIS Support Officer, Head of Policy). Staff in other departments / divisions including Regional, Communications, Partnership, Communities and Capacity Development, Fundraising, Marketing, Finance and Administration.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
IBA and KBA science, research and conservation staff and contacts within the Partnership.

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3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	2
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	2	Scientific Community	3	Royalty/VIPs/ High worth Individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>To coordinate BirdLife's global science work on IBAs and KBAs. Specifically, this includes the following responsibilities:</p> <p><i>Supporting the BirdLife Partnership to apply scientific standards (IBA criteria and KBA Standard) to the identification, delineation and documentation of important sites for biodiversity.</i></p> <p>Provide scientific and technical support to enable national and regional IBA inventories to be updated, fully documented and comprehensively assessed against the IBA Criteria and KBA Standard</p> <p>Disseminate good practice guidance across the Partnership on IBA data collection, management, and update, plus on the application of the KBA Standard to existing IBAs</p> <p>Work closely with the BirdLife Marine Programme and relevant staff in the Science Division to support the identification and documentation of marine IBAs and bird-triggered marine KBAs</p> <p>Contribute to the specification of the functionality and ancillary datasets needed in the development and maintenance of a fully functional World Database of KBAs (WDKBA), with a focus on aspects of the database and user interface (management system) that facilitate (a) application of the KBA criteria (including through provision of lists of KBA trigger species and population thresholds), (b) management of the KBA Proposal, Review, Nomination and Confirmation process, and (c) management of IBA/KBA monitoring data.</p> <p>Contribute to the specification and functionality of the KBA Website</p> <p>Work with Regional IBA/KBA BirdLife Secretariat staff and the Information Management Division to support Partners in the use of the WDKBA for IBA/KBA data entry and data output, and in the analysis and application of these data</p> <p>Work closely with the KBA Secretariat and a network of Regional IBA Coordinators and Regional KBA Focal Points to support national and regional KBA identification efforts and ensure these meet global standards</p> <p>Develop standardised methods, guidance and tools for new or undeveloped areas of IBA and KBA work including in relation to prioritization of site conservation action and improvements of site boundaries.</p> <p><i>Leading the development and promoting the uptake of IBA Monitoring</i></p>

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Develop the scientific underpinning and guidance, and promote the standardised implementation of IBA monitoring and the use of monitoring results

Engage in discussions on KBA monitoring to ensure that this builds off and links closely to the IBA monitoring protocol

Support the KBA Partnership

Work closely with the KBA Secretariat and the network of Regional IBA Coordinators and Regional KBA Focal Points to support national and regional KBA identification efforts, and ensure that these meet global standards.

Support the implementation of the KBA Programme by the KBA Partnership, including through leading on and contributing to technical and scientific aspects as appropriate, and contributing to governance processes as needed (e.g. the KBA Technical Working Group).

Guiding the application and use of IBA and KBA data

Develop and promote policy-relevant analyses and research on IBAs and KBAs, including through establishing and nurturing collaborations with other organisations and academic groups.

Support the Global IBA Programme Coordinator to ensure that IBA information is targeted appropriately and communicated effectively to maximise its impact both within BirdLife and beyond, including through international agreements.

Develop and sustain collaborations with other relevant organisations involved in site monitoring, conservation, and citizen science, including Wetlands International, the IUCN World Commission on Protected Areas, the Alliance for Zero Extinction, Cornell Lab of Ornithology, British Trust for Ornithology, and others, in order to advance BirdLife's IBA and KBA agenda.

Work with the Global IBA Programme Coordinator and the Head of Information Management to ensure that IBA information is targeted appropriately to maximise its impact both within BirdLife and beyond;

Contribute to, and where appropriate lead on, policy-relevant analysis and the dissemination of IBA and KBA information through scientific papers, reports, articles, website materials, communications outputs etc, and promote BirdLife's work on IBAs and KBAs at external meetings.

IBA Programme Coordination Team

As a member of IBA Programme Coordination Team and IBA Team, contribute to the strategic development and effective implementation of the IBA programme, ensuring that global and regional secretariat staff and partners are equipped with the science, guidance and support they need.

Science Division

Line-manage staff in the Science Division as appropriate.

Provide management support and technical oversight, as necessary, to particular projects.

Support the Chief Scientist, as appropriate, in developing and maintaining scientific collaborations, contributing to priority-setting, planning and programme development, fundraising (including seeking new opportunities, writing proposals and reporting to donors), and managing budgets.

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	May have delegated responsibility over project budgets
Contracts – Funders	May have delegated responsibility to submit proposals and negotiate contracts,
Contracts – Staff/Consultants	May have delegated responsibility to hire short term/ project staff/consultants
Contracts – Service providers	May have delegated responsibility to negotiate contracts
Legal Responsibility	
Other	Responsible for the scientific integrity of the IBA Programme and BirdLife’s KBA work

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Degree
Job Specific Education/ Qualification	PhD in ecology or conservation-related subject or equivalent practical experience.
Job Specific Knowledge	Demonstrable scientific and research ability, including in data synthesis and analysis, and writing and publishing peer-reviewed scientific papers. Wide knowledge of and interest in ornithology and conservation issues. Familiarity with the IBA and KBA Criteria and identification/delineation processes and issues. Sound knowledge of protected area science and conservation.
Experience	Significant postgraduate experience in conservation biology. Experience in identification of IBAs or equivalent sites of importance for biodiversity. Proven ability to work effectively in teams.
Management & organisational skills	Proven ability to manage staff, projects and budgets, to establish and oversee processes, to see these through to completion within specified timeframes and to work under pressure.
Communications skills	Good presentation, facilitation, writing and communication skills. Ability, diplomacy and enthusiasm for international networking.
Creativity & Initiative	Ability to identify and pursue creative solutions to issues and problems, to synthesise information from a variety of sources and to initiate and guide innovative work.
Computer Literacy	Good familiarity with standard office software, and ideally GIS
Languages	A second major language desirable
Travel requirements	Willingness and ability to travel.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	