

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	IBA – Science Program Officer
DIVISION/DEPARTMENT:	Conservation Action and Science Unit, Americas Secretariat

1. OVERALL PURPOSE OF JOB

<p>To develop (strategically, technically and through fundraising) and manage, in line with the Americas Regional Programme, the Americas Partnership priorities and the overall BirdLife Global Strategy 2014–2022, the implementation of the Americas Important Bird and Biodiversity Areas Program (including the IBAs in Danger initiative and KBA program).</p> <p>The jobholder’s primary responsibilities will be to:</p> <ol style="list-style-type: none"> 1. Lead the development and management of coherent Americas IBA program. 2. Provide strategic and scientific support for the Americas Regional Program and BirdLife Partners, and facilitate and support the Program Working Groups. 3. Managing the IBA/KBA data for the Americas and supporting the Partners in IBA/KBA identification and monitoring 4. Oversee the implementation and management of an agreed portfolio of Americas’ projects under the IBA program, and provide strategic advice for their development. 5. Provide input necessary for the development of funding proposals relevant to the IBA Program. 6. Support the Americas Secretariat team, Partnership and Regional Council to generate scientific information related to IBA/KBAs, publications, regional analysis and others. 7. Preparing the programmatic work plan every year as well as the personal work plan.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Conservation in the Americas
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<p>Working with the other Americas Biodiversity Conservation Managers, Strategic Advisor, and project/program officers, regarding strategic, programmatic, scientific and technical aspects of our work, to ensure coherence and synergies between Global (and Regional) Programs being implemented within the Americas, and to look for efficiencies of conservation delivery and support to the Partners.</p> <p>Working with the Head of Conservation and Regional Director, to advance the strategic development and implementation of the IBA program and projects; support fundraising for the IBA program; and ensure effective implementation and reporting on individual projects.</p> <p>Working with the Americas Financial and Administrative Manager to ensure timely, accurate reporting (by Partners and to donors) on programs, projects and IBA-related expenditures, and development of robust project budgets.</p> <p>Working with Global Programme Team Coordinators/ Program Coordination Teams (as part of the Program Coordination Teams for IBAs) across the BirdLife Secretariat (Global and other Regional Offices).</p> <p>Working with the Global Science, Policy and Information management staff in relation to strategic and technical development of the IBA (and KBA) program.</p>

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PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Working with Americas BirdLife Partner staff (at all levels, from CEO downwards) active on the IBA program, IBA Working Group, with data collation, update, monitoring and analysis, site conservation actions, and with fundraising.
Working with Americas BirdLife Partner staff active on other BirdLife Global Programmes such as Flyways, Forests, Marine, and Climate Change.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
Other External contacts: <ol style="list-style-type: none"> 1. Senior staff and Boards of potential partner organisations (as identified in the Network Development Plan) in countries for which post holder is Country Focal Point. 2. Senior staff and officials within: government agencies and ministries (e.g. USFWS, CWS, USFS); UNDP, UNEP, World Bank, GEF; funding organisations (e.g. where post holder is the fund manager); foundations; and bilateral/multilateral agencies. 3. Conservation staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions, such as IUCN 4. Individual collaborators, experts and donors throughout the region.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	1	Press & media	2	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	2
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	2
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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications. Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Science and Information Management

1. Provide strategic and scientific support in the development and implementation of Americas Regional Program (including, where possible, mapping support).
2. Provide strategic and scientific support to BirdLife Partners.
3. Maintain the IBA database and GIS information up-to-date with information from the IBA and PEP programs.
4. Work with Partners to update national IBA (and KBA) inventories and train staff to use the World Biodiversity Database.
5. Maintain IBA/ World Biodiversity Database baseline spreadsheets (A4 thresholds, Red List species and category changes, and new taxonomic changes) up-to-date.
6. Lead the Americas Secretariat team with KBA program development (standard, governance, etc.) and support the Americas Partnership on the KBA issue (including updates and advice to ExCRA) and KBA identification in the region.

Conservation Action

7. Develop (strategically and technically) and manage the implementation of the Global Important Bird and Biodiversity Areas Program (including the IBAs in Danger initiative) and facilitate and provide support to the IBA Working Group in the Americas, and represent the Americas on the Program Coordination Teams.
8. Develop and support national IBA programs (including the IBA in Danger initiative), through strategic planning and technical advice
9. Develop and manage site-based (IBA) conservation projects and activities with Partners, through strategic planning, technical advice, mentorship support, and project management.
10. Liaise closely with the rest of the Conservation Action team in areas of program overlap and support.
11. IBA/KBA training for other secretariat staff and local partners

Fundraising

12. Support Secretariat Partner development of funding proposals for IBA projects

Communications and Marketing

13. Ensure communication of key outputs, achievements, news and threats to the Americas Secretariat team, Global Secretariat, BirdLife Partners and the wider conservation community.
14. Represent BirdLife in key fora (e.g. steering committees, advisory groups, workshops, conferences, meetings, events, etc.) as requested.

Strategic Planning and Development

15. Provide strategic input to the development of the IBA program in the Americas (and globally through the Program Coordination Teams).
16. Contribute to annual work plan development process by providing technical input about the IBA/KBA program in the Americas.
17. Provide strategic support to Partners through the development and implementation of the IBA program.

Administration and Finances (Project Management)

18. Communicate with project and program funders/ donors as outlined in funding agreements.
19. Ensure timely project delivery, within budget (having approved budgeted project expenditures) and to a high quality, and evaluate outcomes.
20. Ensure timely reporting on programs, projects and IBA related expenditures (for management and donors), and the development of robust project proposal budgets.

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Financial and Budgetary (projects) authority resides with the Americas Finance and Administrative Manager (in coordination with the Biodiversity Conservation Manager as appropriate).
Contracts – Funders	N/A
Contracts – Staff/Consultants	N/A
Contracts – Service providers	May have delegated responsibility to negotiate contracts. In coordination with Finance and Administrative Manager (to then be signed off on by the Regional Director in coordination with Head of Conservation Unit)
Legal Responsibility	No.
Other	Representation of BirdLife at external meetings. Proposals to funders drafted by Contracts with Partners (incl. project partners) drafted by Finance and Admin team in coordination with Biodiversity Conservation Manager, and approved/ signed by Regional Director in coordination Head of Conservation Unit.

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant first degree (e.g. biology, natural resources management, geography, environmental science, agronomy).
Job Specific Education/Qualification	B.Sc. or M.Sc. in Biodiversity Conservation, Natural Resources Management or related areas or equivalent experience.
Job Specific Knowledge	Good knowledge of birds, their habitats and priority sites in the Americas and understanding of key regional political, conservation and development issues. Intermediate knowledge on GIS
Experience	Relevant experience and proven track record in biodiversity conservation and project management.
Management & organisational skills	Ability to work under pressure and meet deadlines. Ability to network, manage competing priorities, motivate and collaborate with others, with cultural sensitivity. Ability to coordinate a wide range of concurrent activities and priorities effectively to meet deadlines. Ability to act independently, often with minimal supervision, but also work in a team spread across several locations. Good organisational and communication skills, and attention to detail.
Communications skills	Excellent communication skills (both oral and written), negotiation and diplomatic skills including ability to understand complex programmatic and technical issues and explain them to a wide range of audiences Ability to network effectively to maintain good relationships with existing collaborators and donors. Must be adaptable and culturally sensitive.
Creativity & Initiative	Ability to pursue new challenges, work independently but be accountable, think on one's feet, and devise innovative solutions to novel challenges. The very nature of the job requires innovative and creative approaches.
Computer Literacy	High proficiency in MS Office (especially Outlook, Word, Excel, Access and PowerPoint) and ideally GIS software (ESRI/Arc suite).

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Languages	Fluency in English and Spanish is a must. Ability to avoid jargon and use clear, simple language when the situation demands.
Travel requirements	Willingness to travel
OTHER DESIRED/ HELPFUL KNOWLEDGE/ SKILLS/ ATTRIBUTES	
The job requires: genuine interest in the environment, biodiversity conservation, the NGO sector and civil society and a passion for bird and biodiversity conservation in the Americas. You will need to be able to translate objectives into action, whilst also being flexible and adaptable (e.g. prepared to work occasional weekend or sometimes travel at short notice).	

Prepared by:	Date:
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