

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	<i>Marine Birds Conservation Officer</i>
DIVISION/DEPARTMENT:	<i>Pacific, Suva Office</i>

1. OVERALL PURPOSE OF JOB

To deliver conservation outcomes for marine birds in the Pacific, including building the capacity of partners to recover Fiji (and as necessary Beck's Petrels), and in assessing conservation outcomes for 'restored' islands.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<i>Steve Cranwell</i>
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<i>N/A</i>
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<i>Coordination, technical advice and support to the implementation of Fiji Petrel conservation activities and assessing conservation impact at restored sites in Fiji. Functioning as part of the Pacific office team and collaborating with technical, finance, administration and management personnel also communications and fundraising staff more widely.</i>
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<i>Providing technical advice, support and project leadership to BirdLife partners in Fiji (NatureFiji-MareqetiViti particularly), but also engaging with other scientists, community groups and NGOs supporting a Fiji Petrel conservation interest.</i>
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<i>Collaborating with scientists, community groups and other NGOs in delivering technical, awareness and communications outcomes for seabird conservation</i>

2 (a). KEY WORKING RELATIONSHIPS GRID

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife's reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (e.g. verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors).

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Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	3	Policy makers (institutional /politicians/ corporations)	N/A
BirdLife advisory groups, committees, reg. councils	N/A	Press & media	3	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	N/A	Regulators/ legislators/ auditors	N/A	Individual donors/ members	N/A
Suppliers/service providers	3	Scientific community	2	VIPs/ royalty/ high worth individuals	N/A

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:
<p><i>Fiji Petrel</i></p> <ul style="list-style-type: none"> • <i>Lead an analysis and technical review of the Fiji Petrel conservation effort to date to identify spatial search priorities, methods, capacity needs including financing</i> • <i>Develop a 5-10 year conservation action plan (with annual priorities and targets) in consultation with national stakeholders and the wider 'seabird science' community</i> • <i>Coordinate an acoustic search (on Gau Island) in collaboration with BL technical staff and NatureFiji-MareqetiViti including supporting data collection, leading analysis and priorities for future investment in this activity</i> • <i>Prepare popular communications</i> • <i>Identify and develop funding opportunities (in supporting priority conservation actions)</i> <p><i>Becks Petrel (if required)</i></p> <ul style="list-style-type: none"> • <i>Support an analysis of remote tracking data and evidence based decision making in locating a breeding colony of Becks Petrel</i> • <i>Support project technical and donor reporting needs</i> • <i>Lead communications for Becks Petrel and support the identification and development of funding priorities</i> <p><i>Marine bird conservation and habitat restoration</i></p> <ul style="list-style-type: none"> • <i>Coordinate and support monitoring of conservation outcomes at 'restored' islands in Fiji</i> • <i>Support marine spatial planning for seabirds if required</i>

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	<i>Delegated project expenditure</i>
Contracts – Funders	<i>None</i>
Contracts – Staff/Consultants	<i>None</i>
Contracts – Service providers	<i>None</i>
Legal Responsibility	<i>None</i>

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	<i>Biology or similar qualification at Masters level or degree with relevant experience</i>
Job Specific Education/Qualification	<i>2 years minimum experience in applied seabird conservation, monitoring and data analysis.</i>
Job Specific Knowledge	<i>Seabird monitoring and search methods, data collection and analysis techniques. Invasive vertebrate sampling/identification techniques</i>
Experience	<i>Experience in applied seabird conservation techniques including survey, population census and remote tracking. Working in isolated settings with basic facilities and indigenous cultures and small NGOs. Competent in the use of ArcGIS and experience in threatened species conservation action planning. Successful fundraising and project reporting</i>
Management & organisational skills	<i>Strong interpersonal skills and a team person, respectful of cultural traditions, self-motivated, excellent time management and result orientated, but patient with a sense of humour and a can do attitude.</i>
Communications skills	<i>Technical (scientific) report writing and popular (science) communications (newsletters, web articles, social media etc.). Sharing information and developing knowledge and skills where education may be limited and English a second language</i>
Analytical Skills	<i>Analysis of sound data recordings; presenting remote tracking and spatial search data; species conservation planning</i>
Creativity & Initiative	<i>Yes</i>
Computer Literacy	<i>Experience with standard Microsoft Office programmes, ArcGIS and sound data analysis software.</i>
Languages	<i>English</i>
Travel requirements	<i>Regular field based placements (with very basic facilities) of up to 3 months within a 6 month period</i>
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<i>French language</i>	

Prepared by:	Date:
Steve Cranwell	5 th September 2017