

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	Marine Technical Support Officer
<b>DIVISION/DEPARTMENT:</b>	Science/SPI

**1. OVERALL PURPOSE OF JOB**

To provide technical assistance to the BirdLife International Marine Programme and BirdLife Science and Information Management divisions, in particular in assessing the major threats to seabird species, formatting and uploading tracking data into the Seabird Tracking Database and in updating seabird data in the World Bird and Biodiversity Database. Also assisting with organising and managing workshops and other scientific meetings.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Senior Marine Science Officer
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
Working closely with the Seabird Science Officer and the Marine Science Officer, as well with other members of the Marine Programme and Science and Information Management Teams.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>

**3. KEY WORKING RELATIONSHIPS**

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	1

**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.

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**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:
<p>This post will:</p> <ol style="list-style-type: none"> <li>1. Assist with the identification of the major threats to seabird species following the IUCN classification of threats;</li> <li>2. Assist in the acquisition, formatting and uploading of tracking data into the Seabird Tracking Database;</li> <li>3. Assist with data analysis (including of tracking data) to identify marine IBAs, overall seabird distribution and overlap with threats (e.g. fisheries);</li> <li>4. Provide assistance in updating seabird data held in the World Bird and Biodiversity Database;</li> <li>5. Provide assistance in the organization of scientific meetings and workshops related with marine work;</li> <li>6. Provide any other day-to-day technical assistance to the BirdLife International Marine Programme, BirdLife Science and Information Management divisions when needed.</li> </ol>

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to Degree level in a relevant subject
Job Specific Education/Qualification	Good understanding and proven ability to work with, and analyse tabular and spatial data. Masters level in relevant subject or relevant experience
Job Specific Knowledge	Knowledge of spatial analysis including relevant statistical techniques. High level of computer literacy and numeracy
Experience	Proven experience in collating and reporting information to a high standard and in a clear and concise manner. An understanding of remote tracking techniques and data types would be desirable.

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<b>Management &amp; organisational skills</b>	Ability to work to deadlines, work independently to a high standard and learn new skills rapidly. Team player. Good organisational skills (e.g. planning and setting up workshops)
<b>Communications skills</b>	Good communication skills, ability to collate information and to communicate it in written format in a clear and concise manner.
<b>Creativity &amp; Initiative</b>	Ability to search for information and to solve problems. Eye for detail.
<b>Computer Literacy</b>	Microsoft Office, R and ArcMap
<b>Languages</b>	Good written and spoken English
<b>Travel requirements</b>	None expected
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<input type="checkbox"/> An interest in conservation, particularly relating to the marine environment. <input type="checkbox"/> Articulate, numerate self-starter <input type="checkbox"/> Ability to understand and interpret scientific data, to distil critical aspects, and to present data clearly and accurately <input type="checkbox"/> Ability to meet deadlines <input type="checkbox"/> A proven team player with willingness to work closely with colleagues	
<b>Prepared by:</b>	<b>Date:</b>
Maria Dias, Paul Donald, Stu Butchart	25 July 2017