

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Red List Research Assistant</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Science/SPI</b>

**1. OVERALL PURPOSE OF JOB**

To support BirdLife’s work on assessing the IUCN Red List status of the world’s birds.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Red List Officer
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
Working closely with other Science staff, in particular the Red List Team, plus colleagues in Information Management and other Departments and Regional Divisions as appropriate.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
None

**3. KEY WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	1	General Public	1	Institutional policy makers /Politicians/ Corporations	0
BirdLife Advisory Groups, Committees, Reg. Councils	0	Press & Media	0	Institutional Funders	0
BirdLife Global Council	0	Regulators/Legislators/ Auditors	0	Individual donors/ members	0
Suppliers/Service Providers	0	Scientific Community	1	Royalty/VIPs/ High worth Individuals	0
<b>Level of Contact</b>					
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.					

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

By main work area:
<p>Supporting BirdLife’s IUCN Red List assessments for the world’s birds, including:</p> <ul style="list-style-type: none"> <li>• improving and updating BirdLife’s digital distribution maps of the world’s birds using published and unpublished information and correspondence with experts</li> <li>• collating, synthesizing and analysing new published and unpublished information on status, distribution and threats to each species</li> <li>• updating data fields and text accounts, and running Red List assessments in the Species Information Service (SIS) database</li> <li>• improving other relevant datasets on species</li> <li>• contacting reviewers to update and check this information, and incorporating such updates</li> <li>• working with colleagues in Science, Information Management and Communications to help deliver completed Red List updates in a timely fashion</li> </ul>

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	None
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	None
<b>Contracts – Service providers</b>	None
<b>Legal Responsibility</b>	None
<b>Other</b>	Responsible for ensuring work is completed to high scientific standards

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Educated to at least degree level (higher degree beneficial, but not essential).
<b>Job Specific Education/Qualification</b>	A degree in a relevant biological or environmental subject.
<b>Job Specific Knowledge</b>	Good knowledge of the world's birds, their distribution and ecology. Good knowledge of global biodiversity conservation issues. Good understanding of IUCN Red List categories, criteria and application.
<b>Experience</b>	Relevant experience in conservation science in general. Experience in species threat assessment desirable. Experience of collating, verifying, analysing, interpreting and disseminating biological data (e.g. publications and reports).
<b>Management &amp; organisational skills</b>	Good organisational skills. Proven ability to work under pressure and meet deadlines. Good concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently.
<b>Communications skills</b>	Excellent English writing skills in a scientific style. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries. Proven ability to work in a team and achieve shared goals.
<b>Creativity &amp; Initiative</b>	Ability and willingness to contribute ideas to improve the effectiveness and efficiency of delivering project outputs.
<b>Computer Literacy</b>	Proficient in Microsoft Office (especially Outlook, Word and Excel). Proficiency and practical experience with GIS software (preferably ArcGIS).
<b>Languages</b>	Highly proficient in English (other languages beneficial, but not essential). Ability to avoid jargon and use clear, simple language when required.
<b>Travel requirements</b>	None

<b>Prepared by:</b>	<b>Date:</b>
Global Science Coordinator (Species)	September 2019

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