

## BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

<b>JOB TITLE:</b>	<b>Head of Science, Species and Site Conservation</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Brussels or Cambridge / Science, Species and Site Conservation</b>

### 1. OVERALL PURPOSE OF JOB

To lead the science, species and site conservation functions in support of BirdLife Europe and Central Asia Regional Plan 2022-2027 priorities.

### 2. WORK RELATIONSHIPS

<b>REPORTING TO (LINE MANAGER):</b>
Regional Director
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Species Officer, European Marine Coordinator, Corporate Partnership Manager, Senior Conservation Officer for Important Bird and Biodiversity Areas, Senior Flyways Conservation Officer
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
<p>Member of the ECA Leadership Team which is responsible for developing and implementing the 5-year ECA Regional Plan and for building the capacity and capability of the ECA Secretariat.</p> <p>Member of relevant BirdLife programmes designed to deliver strategic objectives either globally or regionally.</p> <p>Working with the Science Division in the Global Secretariat and science staff in other BirdLife regions to agree and address scientific priorities.</p>
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
<p>The role is expected to offer leadership to a number of regional BirdLife programmes which are developed with and through BirdLife partners while also engaging with the ECA Advisory Committee in support of the Regional Director</p>
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
<p>Maintains exceptional working relationships with collaborators at key universities or ornithological institutions (such as the European Bird Census Council), conservation NGOs and relevant funders (as agreed through the ECA regional fundraising plan). Engagement with decision-makers is required as part of a wider advocacy strategy overseen by the Senior Head of Policy.</p>

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### **3. KEY WORKING RELATIONSHIPS GRID**

<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 / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	2	Press & media	2	Funding organisations (institutions, foundations, corporations )	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	1	Scientific community	3	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.

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

<b>By main work area:</b>
<p>To lead the team coordinating and supporting the conservation action (for sites/species) and scientific work of the BirdLife Partnership in Europe and Central Asia, ensuring production of outstanding and high impact publications and other outputs. In particular, to be accountable for work to:</p> <ul style="list-style-type: none"> <li>• identify priorities for species conservation in the region</li> <li>• support, identification, monitoring and conservation of IBAs in the region as part of a wider KBA network</li> </ul> <p>To lead the development, funding, implementation and review of relevant conservation BirdLife Programmes actively involving BirdLife Partners in Europe and Central Asia and coordinating with the BirdLife Global and Regional Secretariats.</p> <p>To actively engage with relevant BirdLife Partners and Global and Regional Secretariat staff to ensure that BirdLife's conservation action, communications, policy and advocacy agenda is underpinned by sound scientific evidence and data.</p> <p>To identify and collate from across the region current and future research needs and then design/coordinate suitable projects to meet them by developing and maintaining productive collaborations with external stakeholders, particularly from academia and other NGOs, engaging the BirdLife global science team and BirdLife partners as appropriate.</p>

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To support the BirdLife Partners in their activities to collate, verify, analyse, interpret and disseminate relevant scientific information and data in the most effective way.

To ensure that the high standards of regional scientific data are maintained and enhanced.

To contribute to the development of the fundraising and workforce plan for the Regional Secretariat, helping to produce fundraising proposals, manage cost centre budgets, and help ensure reporting requirements are met.

To support the data and analysis needs of BirdLife Regional Task Forces and other European advocacy projects, by preparing periodic assessments, indicators and reviews and reports of key datasets.

To be responsible for recruiting, managing and training relevant staff.

To participate in, or set up, relevant programme/project teams and working groups and to represent BirdLife at external technical meetings and in steering groups.

Be an active member of the ECA Leadership Team to ensure the ECA Secretariat has the capacity and capability to support the delivery of the 5 year Regional Plan

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	€10,000?
<b>Contracts – Funders</b>	Needs Regional Director approval
<b>Contracts – Staff/Consultants</b>	Yes within budgetary constraints
<b>Contracts – Service providers</b>	No
<b>Legal Responsibility</b>	No
<b>Other</b>	Responsible for ensuring high scientific standards are maintained in the ECA Secretariat's work, including in relation to conservation of species and sites.

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Scientific degree in a related field, or the equivalent experience
<b>Job Specific Education/Qualification</b>	Essential: BSc in a related field Desirable: PhD
<b>Job Specific Knowledge</b>	Understanding ECA regional conservation challenges and opportunities Understanding of key issues, tools, approaches and opportunities in bird conservation science in particular the methods and processes of IBA/KBA identification and species' extinction risk assessment Understanding global and regional environmental legal and governance frameworks
<b>Experience</b>	Experience in practical conservation, conservation science, conservation communication, fundraising, leading interdisciplinary teams
<b>Management &amp; organisational skills</b>	Disciplined administrator Capable of conceiving, fundraising for and delivering complex projects Good leader of people both within and outside of formal line management system Resilience under pressure
<b>Communications skills</b>	Exceptionally clear written and verbal communicator essential. -Needs to be able to make sense of complexity and communicate and negotiate with confidence to senior stakeholders and partners.
<b>Analytical Skills</b>	

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	Ability to negotiate with externals, partners and colleagues across the world to support marine, flyways and site based work whilst moving from problem analysis to solutions-mode
<b>Creativity &amp; Initiative</b>	Self-motivated worker able to work on own or in teams
<b>Computer Literacy</b>	Working knowledge of Microsoft Windows desirable
<b>Languages</b>	English essential Other languages desirable
<b>Travel requirements</b>	Occasional nights away from home.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Martin Harper	20/10/2021