

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	IBA/KBA Research Assistant
DIVISION/DEPARTMENT:	Science/SPI

1. OVERALL PURPOSE OF JOB

To support BirdLife’s scientific work on Important Bird and Biodiversity Areas (IBAs) and Key Biodiversity Areas (KBAs).

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Science Coordinator (IBAs/KBAs)
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Working closely with other Science staff, in particular the Global Science Technical Officer (IBAs/KBAs), staff working on Information Management, the Flyways Science Coordinator, Ecosystem Services Officer, GIS Officer and other Departments and Regional Divisions as appropriate, in particular the Regional IBA Coordinators.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
None

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	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	2	Royalty/VIPs/ High worth Individuals	0

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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Supporting BirdLife’s IBA/KBA science, including</p> <ul style="list-style-type: none"> • Supporting BirdLife Partners to maintain and update their IBA inventories and to identify Key Biodiversity Areas, including by mobilising and helping to update key datasets, working closely with Regional IBA Coordinators • Supporting the Senior Biodiversity Data Manager and GIS Officer to improve GIS data on IBA/KBA boundaries, working closely with BirdLife Partners and others to fill gaps in the dataset and resolve deficiencies in the data • Helping to develop and maintain materials on IBAs and KBAs on BirdLife’s Hatch website, as a repository of resources on IBA/KBA science for BirdLife Partners. • Assisting the Global Science Coordinator (IBAs/KBAs) to check and validate IBA proposals, and increase consistency in the verification process implemented by Regional IBA Coordinators through developing documentation of standardised procedures • Undertaking IBA/KBA data extraction and analysis as needed • Supporting the Global Science Coordinator (IBAs/KBAs) in other aspects of our science work on IBAs/KBAs • Supporting other Science team members as needed, particularly the Chief Scientist, Global Flyways Science Coordinator, and Ecosystem Services Officer.

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	Responsible for ensuring work is completed to high scientific standards

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to at least degree level (higher degree beneficial, but not essential).
Job Specific Education/Qualification	A degree in a relevant biological or environmental subject.
Job Specific Knowledge	Good understanding of site-based conservation, including IBAs and KBAs Knowledge of the world's birds, their distribution and ecology. Good knowledge of global biodiversity conservation issues.
Experience	Relevant experience in conservation science in general. Experience of analysing and interpreting biological data, particularly in excel Preferably, with some experience using GIS.
Management & organisational skills	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.
Communications skills	Excellent skills in writing English 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.
Creativity & Initiative	Ability and willingness to contribute ideas to improve the effectiveness and efficiency of delivering project outputs.
Computer Literacy	Proficient in Microsoft Office (especially Outlook, Word and Excel). Preferably, proficiency and practical experience with GIS software (preferably ArcGIS).
Languages	Highly proficient in English (other languages beneficial, but not essential). Ability to avoid jargon and use clear, simple language when required.
Travel requirements	None

Prepared by:	Date:
Chief Scientist	10/2/22