

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Biodiversity Monitoring Project Assistant
DIVISION/DEPARTMENT:	Science (SPI)
LOCATION	Cambridge, UK

1. OVERALL PURPOSE OF JOB

To assist with a global audit of biodiversity monitoring, aiming to identify the major taxonomic, geographic and temporal gaps in coverage and suggest ways to close them, thereby helping to improve the monitoring of threatened species and Key Biodiversity Areas (KBAs) and support several Multilateral Environmental Agreements (MEAs), including the Convention on Biological Diversity (CBD) and the United Nations Sustainable Development Goals (UN SDGs).

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Science Coordinator (Programmes) and Chair of IUCN SSC Species Monitoring Specialist Group.
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Work closely with relevant colleagues in Science, Policy & Information Management (SPI) and Conservation. Work very closely with the Global Science Coordinator (IBAs & KBAs), Red List team and IBA/KBA team. Engage with relevant science/conservation staff in Regional Secretariats, especially PEP & IBA/KBA contacts.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE SECRETARIAT
Liaise with members of the steering committee of the CCI Collaborative Fund project 'A global audit of biodiversity monitoring', including RSPB, IUCN, SMSG, ZSL, UNEP-WCMC and University of Cambridge. Liaise with representatives of other organisations and institutes with monitoring knowledge, expertise and data. Liaise with and help support staff at five national NGOs (outside UK) performing 'ground-truthing' surveys.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	1	General Public	1	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	1	Royalty/VIPs/High worth Individuals	1
<p>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.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Play a key role in implementing the CCI Collaborative Fund project ‘A global audit of biodiversity monitoring’ to ensure that the three main outputs [(1) a quantitative assessment of the global extent and coverage of biodiversity monitoring; (2) a quantitative summary of the methodologies being used to monitor each major taxon group; (3) an analysis of where the major gaps (temporal, taxonomic and geographic) exist] are delivered on time and to a high standard, by providing assistance with the undertaking of the following activities:</p> <ul style="list-style-type: none"> • Conduct a literature review and web search to identify and document existing biodiversity monitoring systems and databases that meet the minimum requirements decided by the start-up workshop (Nov 2017). • Conduct targeted interviews with data collectors, database managers and data users (e.g. governments, NGOs, MEA secretariats, donors, academia) to gain more information on the databases, contents and gaps. • Collate responses to the questionnaire survey to be sent by the project partners to their partners, affiliates and collaborators around the world, to collect data on biodiversity monitoring schemes. • Develop and populate a database of biodiversity monitoring schemes, collating data on the species covered, temporal and spatial resolution, length of coverage and methods used, to provide a broad overview of the existing landscape of monitoring schemes. • Assess the extent to which this database is comprehensive, by coordinating detailed in-country ‘ground-truthing’ surveys, whereby local NGOs in five carefully selected countries are contracted to undertake detailed national inventories of biodiversity monitoring schemes, without reference to the central database. • Cross-check these national data against the central database to (i) assess its likely degree of coverage, and (ii) develop an understanding of how aware NGOs are of the monitoring data available in their countries. • Overlay the locations of recorded monitoring schemes with species distribution maps, KBA locations and protected area boundaries using GIS analysis, to identify gaps and assess where new schemes could capture data on the greatest number of currently un-monitored priority species and areas. • Support efforts by project partners to undertake analyses of a sample of widely-used global biodiversity databases (e.g. PREDICTS, GBIF, Living Planet Index, IUCN Red List, World Database on KBAs, eBird) to assess the potential for these databases to be enhanced and augmented by additional monitoring data. • Help to organise and run an end-of-project workshop in Cambridge to synthesize the results and develop
--

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

<p>guidance for best practice to inform the monitoring of threatened species, KBAs and other sites of conservation importance.</p> <ul style="list-style-type: none"> • Produce peer-reviewed paper(s) identifying key databases and major gaps in geographical, taxonomic and temporal coverage and identifying common patterns in monitoring methods, to encourage standardisation and the filling of data gaps. • Ensure that the database of monitoring schemes is made publicly available via project partners' websites. • Contribute to efforts by project partners to disseminate the results (via conference presentations, webinars, web postings, etc.) to encourage filling of data gaps and development of best practice.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	n/a
Contracts: Funders	n/a
Contracts: Staff/Consultants	n/a
Contracts: Service providers	n/a
Legal Responsibility	n/a
Other	n/a

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelors degree in a relevant scientific or environmental subject.
Job Specific Education/Qualification	Demonstrable skills and experience gained in an appropriate field.
Job Specific Knowledge	Good general knowledge of global biodiversity (e.g. conservation status, distribution, abundance, ecology and threats). Familiarity with international conservation issues, including relevant environmental conventions and instruments. Awareness of the nature, potential uses and limitations of biodiversity data and biodiversity monitoring schemes.
Experience	Some experience of biodiversity conservation and/or academic research, preferably at international level. Some experience of collating, verifying, analysing, interpreting and disseminating biological data sets (e.g. in peer-reviewed publications).

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Management & organisational skills	Well organised and able to coordinate a wide range of concurrent activities, prioritising workload effectively to meet deadlines. Self-motivation to act independently, sometimes with minimal supervision, but also to work collaboratively in a dispersed team. Excellent concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently.
Communications skills	Ability to network well and cultivate good relationships with collaborators from a wide range of cultural backgrounds. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries.
Creativity & initiative	Ability to pursue new and unfamiliar challenges, work independently and devise innovative solutions to novel challenges. Flexibility and adaptability to respond to changing circumstances.
Computer Literacy	High proficiency in Microsoft Office (especially Outlook, Word, Excel and PowerPoint, and ideally Access). Understanding of the issues involved in transferring data between formats. Ability to manipulate large data sets in relational databases. Familiarity (and ideally some practical experience) with ArcGIS software.
Languages	High level of fluency in English. Ability to avoid jargon and use clear, simple language when required.
Travel requirements	None.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Genuine interest in and commitment to the environment, biodiversity conservation and monitoring.	

Prepared by:	Date:
Ian Burfield, Paul Donald and P. J. Stephenson	November 2017