

**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>
Global Species Officer (Red List)
<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 Global Species Officers, plus colleagues in Information Management and other 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	0	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

**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:
Supporting BirdLife's IUCN Red List assessments for the world's birds, including <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• improving and updating BirdLife's digital distribution maps of the world's birds using published and unpublished information and correspondence with experts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• collating, synthesizing and analysing new published and unpublished information on status, distribution and threats to each species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

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 that all 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 First Degree level.
<b>Job Specific Education/Qualification</b>	First Degree in either a 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. Understanding of IUCN Red List categories and criteria and their application would be desirable.
<b>Experience</b>	Experience of collating, verifying, analysing, interpreting and disseminating biological data GIS experience would be desirable
<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>	Good writing skills. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries.
<b>Creativity &amp; Initiative</b>	Ability and willingness to contribute ideas to improve the effectiveness and efficiency of delivering the project outputs
<b>Computer Literacy</b>	Proficiency in Microsoft Office (especially Outlook, Word and Excel). Familiarity and practical experience with ArcGIS software desirable
<b>Languages</b>	High level of fluency 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 (Programmes)	March 2018