



**TULLIE**



## **TULLIE HOUSE MUSEUM & ART GALLERY TRUST**

### **JOB DESCRIPTION**

#### **Job title: Cumbria Wildlife Sites Project - Field Officers**

Contract: Full-time/Part-time, Fixed-Term for 12 months (initially)

Salary: £26,322-£27,739 per annum (pro rata for part-time role), dependent on experience

Location: Cumbria Biodiversity Data Centre (CBDC) at Tullie House Museum and Art Gallery (THMAG) in Carlisle.

Responsible to: CBDC Manager but working closely with Cumbria Wildlife Sites Project Manager based at Cumbria Wildlife Trust

#### **OVERALL PURPOSE**

- To develop and implement the site survey methodology for the >1,600 Cumbria Wildlife Sites (CWS), collecting digitised habitat data from the sites surveyed.
- To draft reports for each site surveyed for different end-users including landowners and the Cumbria Wildlife Sites Selection Panel.
- To provide habitat assessment training to other staff and volunteers, ensuring safe working practices are followed at all times.

#### **KEY AREAS OF RESPONSIBILITY**

1. Develop and confirm site survey methodology and protocols with other Field Officers and the Cumbria Wildlife Sites (CWS) Project Manager.
2. Carry out habitat assessments at sites across Cumbria.
3. Ensure all field data are digitised, including species lists and site condition assessment.
4. Draft non-technical reports for owners/occupiers, including management advice.
5. Create site reports and citations for submission to Sites Selection Panel.
6. Feedback on potential improvements/efficiencies for future surveying years.
7. Identify potential new sites to add to "watch list".
8. Carry out risk assessments and ensure that health and safety requirements are adhered to at all times.
9. Provide training and/or support to other field officers and volunteers.



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10. The role will work with the Cumbria Wildlife Sites (CWS) Selection Panel, CWS Advisory Group and CWS Project Manager to prioritise sites for surveying and carry out other work as required for the success of the CWS Project that are commensurate with the roles.

#### **MANDATORY FOR ALL STAFF**

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with the THMAG H&S Policies, including risk assessments, implementing safe systems of work and safeguarding.

Staff will be expected to ensure that the approach and ethos outlined in the Tullie House Manifesto are central to all activity.

#### **PLEASE NOTE**

This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements. It will be reviewed on a regular basis.

**PERSON SPECIFICATION: CUMBRIA WILDLIFE SITES PROJECT - FIELD OFFICER**

CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent experience in a related subject (e.g. biology, environmental science, botany, geography)</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in a biological recording subject such as environmental monitoring</li> <li>Qualification in GIS applications/use</li> <li>Field Identification Skills Certificate (FISC) level 4/5 or above</li> </ul>
<b>EXPERIENCE, KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Minimum two years previous experience of Phase 1 and UKHab habitat surveys</li> <li>Detailed understanding of field surveying including species recording, ecological surveying/monitoring techniques and habitat condition assessment</li> <li>Understanding of the management of priority and protected habitats</li> <li>Experience of report writing for different audiences, including technical reports and non-technical summaries</li> <li>Experience of presenting survey results to a variety of audiences in formal talks and informal sessions</li> <li>Knowledge of appropriate conservation land management practices.</li> <li>High level of computer literacy, including experience of GIS applications and use of apps in the field</li> <li>Good understanding of policies, regulation, legislation and organisations relating to UK wildlife</li> <li>Experience of working with volunteer recorders</li> <li>Understanding of the importance of data protection and health and safety legislation</li> <li>Preparation of field-based risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Experience of applying NVC in the field</li> <li>Supervising volunteers</li> <li>Providing habitat/species training to volunteers/new starters</li> <li>Experience of writing citations for statutory/non-statutory sites</li> <li>Experience of the provision of conservation management advice including agri-environment schemes</li> </ul>

<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent plant identification skills, equivalent of FISC level 4/5 or above</li> <li>• Effective and efficient use of MS Office suite programmes</li> <li>• Excellent communication and interpersonal skills, both verbally and in writing to a variety of audiences, especially dealing with technical issues</li> <li>• Negotiation and advocacy skills</li> <li>• Excellent data management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Use of GIS software to display and analyse data</li> <li>• Use Access/SQL to analyse and present data</li> <li>• Use of biological recording software such as Recorder 6</li> </ul>
<b>PERSONAL QUALITIES &amp; COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Proven team worker</li> <li>• Ability to work alone, using own initiative</li> <li>• Helpful and approachable</li> <li>• Strong aptitude for working with computers and other devices</li> <li>• Excellent attention to detail</li> <li>• Mature and professional approach to work</li> <li>• Willingness to work outdoors in a variety of weather conditions</li> <li>• Ability to access sites that might be far from public highways</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure</li> <li>• Ability to multitask</li> </ul>
<b>OTHER FACTORS</b>	<ul style="list-style-type: none"> <li>• Full clean driving licence and access to a vehicle with appropriate insurance</li> <li>• Willingness to work flexibly (including occasional un-social hours) and to travel throughout Cumbria</li> <li>• Willingness to complete a Basic DBS check</li> </ul>	