

## **Candidate Information Pack**

### **Project Officer – Water for Farmers and Wildlife**



## JOB DESCRIPTION

<b>Job Title</b>	Water for Farmers and Wildlife Project Officer
<b>Purpose of Job</b>	To deliver the feasibility stage of the Water for Farmers and Wildlife Project. Working around the Humber Estuary and Humberhead Levels, straddling the borders of Lincolnshire, Nottinghamshire and Yorkshire, the project aims to explore the potential for developing innovative techniques for using wetland habitats on farmland to provide benefits for farmers (such as flood risk management and irrigation) in conjunction with high quality habitats for wetland wildlife.
<b>Primary Work Base</b>	Denby Dale
<b>Line Manager</b>	Conservation Officer (Humber)
<b>Reportees</b>	None
<b>Main Duties</b>	
<p>The Project Officer will have responsibility for delivering the feasibility stage of the Project. This includes identifying and investigating potential techniques; their associated costs and benefits; policy, legislative and consenting models; funding streams, and potential focal areas. This project is a partnership with the Environment Agency and will involve significant inputs from a range of regional and national RSPB teams. A key part of the Project Officer's role will therefore be to work jointly with these various teams, and other potential project partners, to coordinate their inputs and make the best possible use of the significant expertise available to the project. The main duties will be:</p> <ol style="list-style-type: none"> <li>1. Identify and assess the feasibility and suitability of potential techniques for delivering habitat creation and farming benefits (such as rotational estuarine flooding to manage flood risk, biodiversity-rich water storage reservoirs for irrigation, etc.) around the Humber Estuary and its tributaries.</li> <li>2. Undertake an initial, high-level investigation of potential financial impacts of the various techniques</li> <li>3. Identify potential multiple benefits associated with various techniques (e.g. protection of property from flooding; improved water availability; improved soil fertility, etc.)</li> <li>4. Develop a series of criteria for identifying potential target areas for trial sites for selected techniques</li> <li>5. Undertake a policy audit of relevant catchments</li> <li>6. Identify potential focus areas and opportunities</li> <li>7. Detail all required consents for trial and demonstration sites</li> <li>8. Identify and appraise potential funding mechanisms and models for scheme delivery</li> <li>9. Produce a final report and package of advisory information to guide discussions with potential project partners</li> </ol>	
<b>Partnership Information</b>	
This is a partnership project with the Environment Agency.	

## PERSON SPECIFICATION

**PLEASE ASSUME REQUIREMENT IS ESSENTIAL UNLESS STATED AS DESIRABLE**

<b>Education/Qualifications</b>	
Degree in a relevant discipline (e.g. Ecology, Physical Geography, Environmental Science)	
Postgraduate qualification in relevant discipline	<b>Desirable</b>
<b>Knowledge</b>	
Basic knowledge of legislation and policy relating to the water environment	
Basic knowledge of wetland ecology	
Basic knowledge of hydrological processes and systems	
Knowledge of the geography of the Humber Estuary and Humberhead Levels	
Detailed understanding of wetland ecology, with particular reference to the Humber Estuary and its tributaries	<b>Desirable</b>
Knowledge of farming systems and requirements	<b>Desirable</b>
Knowledge of hydrological and/or engineering design	<b>Desirable</b>
<b>Skills</b>	
Ability to objectively interpret and critically appraise potentially conflicting sources of information	
Ability to communicate effectively with a wide range of audiences	
Ability to work co-operatively as part of a team	
Ability to prioritise and manage own workload	
Ability to multi-task, keeping track of numerous different tasks	
Ability to work to deadlines	
<b>Experience</b>	
Experience of working as part of a multi-disciplinary team	
Experience of facilitating workshops, meetings, seminars, etc.	
Experience of researching, interpreting and succinctly reporting complex, technical information from a relevant discipline (e.g. Ornithology, Hydrology, Physical Geography, etc.)	
Intermediate level of Microsoft Word, Excel and Outlook	
Experience of project management systems	<b>Desirable</b>
Experience of designing wetland habitats	<b>Desirable</b>
<b>Other</b>	
Excellent attention to detail and organisation	
Confident communicating at all levels both verbal and written	
Willingness to listen and take advice	
Confidence to work with a team including senior staff	
Highest professional standards in handling confidential information	
Empathy with the values of the RSPB	
Comfortable presenting to large groups of people	
<b>Additional Information</b>	
<p><b>The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.</b></p> <p><b>You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.</b></p> <p><b>In the RSPB volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.</b></p>	

# How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate the following behaviours in everything that they do:

**Direction:**

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**

You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**

You build your own and other people's capabilities, directly and indirectly.

**Relationships:**

You communicate effectively and build productive internal and external relationships

**Change:**

You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**

You act as an advocate for the RSPB.

**Performance:**

You get things done, achieve ambitious goals and the RSPB's aims.

**In addition, the following behaviours are essential upon appointment to this particular role:**

- Customer focused and forms productive internal partnerships
- A solutions based approach to problem resolutions
- Encourages everyone to look at the bigger picture to achieve the RSPB goals over departmental objectives
- Encourages innovation and allows other peoples ideas to be developed
- Encourages others to buy into and support change
- Able to form productive relationships internally and share knowledge, offering co-operation rather than competition
- Surfaces and deals with conflict constructively

## How to Apply

If you have questions about the role please contact Richard Barnard at [richard.barnard@rspb.org.uk](mailto:richard.barnard@rspb.org.uk) or telephone 01484 868425.

We would invite you to complete the application form at the end of the pack and submit it to Barbara Moore at [barbara.moore@rspb.org.uk](mailto:barbara.moore@rspb.org.uk)

Please ensure your application clearly details how your skills/knowledge/experience demonstrates you are able to deliver on the key result areas.

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we would not accept a CV for this role unless accompanied by a fully completed application.

Closing Date	15 May 2015
Interview Date	10 June 2015



# Who we are and what we do



The RSPB exists to give nature a home. We help our birds, other wildlife and natural places survive and thrive.

On our doorstep are woods and farmland, moors and marshes, cliffs and mountains. They are home to an astonishing array of precious but threatened wildlife. Every species is unique, but they are all connected to one another. And everyone one of them needs a home to survive.

Sadly, many of our best loved and most iconic species can't find a welcome home here any more. It's our job to change this. A country that's not home to skylarks and puffins, red squirrels and hedgehogs is not a country any of us want to live in.

To protect our threatened birds and other wildlife, we need to protect the places where they live. If we are taking care of nature, we are taking care of ourselves and future generations.

## The RSPB in a nutshell

The Royal Society for the Protection of Birds (RSPB):

- Was formed in 1889 to counter the barbaric trade in bird plumes for women's hats
- Has since grown into a world-leading wildlife conservation organization and now speak out for all birds and wildlife, tackling the problems which threaten our environment
- Has over a million members, including more than 200,00 youth members
- Has more than 2,000 active staff members and almost 18,000 volunteers, who donate more than a million hours of their time – that's the equivalent of 600 full-time staff
- Has a NET income available for charitable purposes of £89.3 million
- Has more than 200 nature reserves covering 143,7800 hectares and home to 80% of our rarest or most threatened bird species
- Has a UK headquarters, three national offices and eight regional offices
- Has a network of over 150 local groups and more than 150 youth groups
- Has an impressive global reach, with active projects and capacity building programmes in 26 countries and 8 UK Overseas Territories
- Is the UK partner and leading player, in Birdlife International
- Is the largest charity mail order operation in the UK, and also has the UK's most successful charity credit card

## Volunteers

Volunteers founded the RSPB 125 years ago and remain a vitally important part of the organization today; there are approximately nine volunteers for every paid member of staff

Our volunteers bring a unique range of skills and qualities to the RSPB, help stretch our scarce resources and keep us in touch with grass roots.

# Our Strategy, Mission and Cultural Values



## Our Strategy

### **Our vision: A world richer in nature**

Imagine this. Wild birds and other wildlife will no longer be declining. Nature is restored, enriching and sustaining the lives of people as a result. Such a world would guarantee that future generations have clean air and water, a stable climate, abundant and diverse wildlife, and a robust, diverse and sustainable economy.

### **Our long-term purpose: saving nature**

We believe that:

- There is a moral imperative to save nature
- Nature is crucial for peoples quality of life and the planets life support systems
- Birds are an integral part of the web of life
- We are well placed to stand up for birds and all nature
- The challenge is great, we must work with others to succeed
- We need growing popular support

## Our Mission

### **By 2020...**

Our work is both urgent and important and we need to act now to make a difference. The world's governments have committed to halting biodiversity loss by 2020 and we will challenge them, as well as businesses, civil society and ourselves, to take the steps necessary to reach this goal, and then go further.

## **Our Cultural Values**

Our cultural values are the way we work with each other and partners:

### **Bold**

We speak out honestly for what we believe in, aiming higher and pushing further for growth. We seek to provide innovative, fun and sociable ways for people to get involved

### **Focused**

We identify where birds and wildlife are most under threat, then act decisively and with commitment to save them and deliver tangible results

### **Supportive**

We support each other and our sector partners in order to flourish, and make sure our supporters receive reward and recognition for their contribution

### **Together**

We work together for the biggest possible impact across the RSPB and with partners across the UK and globally





# Working at the RSPB

## Hours of work

Normal hours of work for full-time employees are 37.5 hours per week. We are introducing new Flexitime and TOIL frameworks to recognise the commitment of staff and their willingness to be extremely flexible in the interests of conservation and the organisation, with the aim of making flexibility available to as many people as possible.

## Leave entitlement

Holiday entitlement in a full year is 26 working days, four of which must be taken during the RSPB's Christmas shutdown. Public holidays (or days in lieu) are additional to annual leave. Long serving staff receive additional holidays:

3 years continuous service 28 days

7 years continuous service 30 days

Part-time staff (which includes part-year staff) are entitled to a pro-rata number of days annual leave.

The RSPB prides itself on being a flexible and supportive employer. We have a range of options available to support our employees including parental, family, and special leave alongside our maternity and paternity leave arrangements. More details of entitlements when working at the RSPB can be found on our intranet page.

## Payment during sickness absence

The RSPB operates an Occupational Sick Pay Scheme (OSP) in parallel to the Governments Statutory Sick Pay Scheme. OSP allowances are determined by length of service from 30 days (6 weeks) in your first year up to 180 days (30 weeks) after 5 years service

For part-time employees, OSP is based on the number of days worked per week and paid at the normal part-time rate.

## Learning & development

The RSPB is committed to supporting new employees. We offer a wide range of learning and development opportunities including on-going training, e-learning and through our induction process.

We have a long standing commitment which has survived the economic downturn, to providing quality learning and development opportunities. We prioritise leadership and management which is key to people motivation and success. Our recent leadership programmes have received the Institute of Leadership and Management accreditation.

The Learning and Development team's focus and aim is to aid the organisation to succeed.

The RSPB is currently going through a job evaluation review. We just wanted to let you know that all jobs are subject to this review, including our current job vacancies. The results of the job evaluation review and the new payband structure will be implemented across the RSPB later in 2015 and you will be kept fully informed of the outcomes.



# Staff benefits

## Pension

The RSPB operates a defined benefit pension scheme, called a cash balance scheme. Both members and the RSPB make contributions to the scheme and the RSPB bears the administration costs of running the scheme. The RSPB's cash balance scheme is contracted in to the State Second Pension.

## Flexitime

The RSPB operates a flexitime system.

## Childcare Voucher Scheme

The Childcare Voucher Scheme is open to all employees who are parents or guardians and currently use childcare facilities. Employees can opt to receive part of their salary in childcare vouchers up to a maximum of £243 per month and can be used for a wide range of childcare providers. The amount received in voucher is tax free.

## Green loans

Employees can apply for an interest-free loan to buy a bicycle or a season ticket.

## Free entry to RSPB Nature Reserves and discount on RSPB retail items

Employees can visit any RSPB reserve free and can receive up to 20% off retail items in the RSPBs shops.

## Staff Association

The Staff Association is the official, independent body that exists to protect and promote the interest of its members, to represent their views and to act as a consultative body. It is officially recognised and supported by the Management Board and Council as the formal channel for the communication of staff views. All employees are eligible to join the Staff Association.

## Sabbatical leave

For every seven years continuous service from the date of joining and each seven years thereafter, all employees are eligible to apply for a sabbatical. We give a maximum of four weeks paid leave.

## Life Assurance

All our staff are automatically covered for death in service benefit. This cover is not conditional on becoming a contributory member of the RSPB pension scheme. A lump sum of three times their pensionable salary at the date of the employees death is paid to their beneficiaries or estate.

## Relocation policy

We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances.

# Equality and Diversity at the RSPB

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people's differences will help us to appreciate and value everyone's contribution, and recognise that we are all an integral and invaluable part of the RSPB.

Everyone has the right to be treated with consideration and respect. The RSPB is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The RSPB aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

## Employment Checks

All offers of employment are made subject to the following criteria:

**Proof of eligibility to work in the UK, Satisfactory Employment Health Check, Two references satisfactory to the RSPB and where required a Satisfactory Criminal Records Bureau Check.**

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker\*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the Home Office UK Border Agency website.

*\*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.*



giving  
nature  
a home

## APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

### PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No.	A0350415		
Position applied for			
Location			
How did you first learn of this vacancy?			

#### Identification details (BLOCK CAPITALS PLEASE)

Surname			Dr/Mr/Mrs/Miss/Ms/Other		
Forenames					
Address					
			Postcode		
Email address					

May we, with discretion, phone you at work? Yes ☐ No ☐

Home tel no		Business tel no	
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Do you hold a current, valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what type?	Full <input type="checkbox"/>	Provisional <input type="checkbox"/>
If yes, do you have any current endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details of any current endorsements.		

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#### Qualifications relevant to this application (including technical and/or professional). Please provide details (*note that these may be verified on appointment*)

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#### Current membership of any professional or technical organisations. Please provide details (*note that these may be verified on appointment*)

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**Employment history**

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer**. Continue on a separate sheet if necessary.

Employer's full name & address	Job title/ Key achievements & areas of responsibility	Length of time in job/ Reasons for leaving/ Final salary in role

**Relevant skills/knowledge/experience**

You should outline below how your skills/knowledge/experience meet the requirements of the role profile. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.



**Why are you interested in applying for this post?**

Continue on a separate sheet if necessary.

**Length of notice**

**Declaration**

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

**Are you eligible to work in the UK ?**

**Yes** ☐

**No** ☐

**For Internal applicants only:** In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

**Signature** .....

**Date** .....