

# Job Description

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## 1. IDENTIFICATION OF JOB

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**Job title** - rECOrd - Biological Recording Officer - (BRO)

**Responsible to** - rECOrd - Biodiversity Information Services Manager

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## 2. OVERALL PURPOSE OF JOB

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To assist the Manager of rECOrd - the Biodiversity Information Service for Cheshire, Halton, Warrington and Wirral with:

- Building and strengthening links with partners and other organisations and individuals with a role to play in the establishment of rECOrd.
- Development of policies and procedures.
- Development of databases and information systems.
- Development and delivery of information products and services.

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## 3. MAIN RESPONSIBILITIES

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The post-holder will:

- a) Liaise with partner organisations, other organisations and individuals on issues relating to management of data and provision of access to managed data sets.
- b) Assist with the establishment and running of a forum for suppliers and users of biological data in the Cheshire Region.
- c) Develop appropriate policies and procedures to ensure the smooth, consistent and transparent running of rECOrd and to ensure its compliance with National Biodiversity Network (NBN) standards (including liaison with staff of other local records centres).
- d) Assist with the daily maintenance and expansion of rECOrd databases, through data entry, digitising, and advisory input to systems enhancements.
- e) Assist the rECOrd manager and information technology officer with the design and development of rECOrd products and services.
- f) Provide appropriate biodiversity information to meet the needs of funding partners and others during the rECOrd establishment phase.
- g) Undertake outreach work to identify and fill gaps in recording effort, to provide support to the recording community and to facilitate increased biological recording.
- h) Assist with raising the profile of rECOrd through the production of press releases, newsletters, promotional material and through giving presentations.
- i) Assist the rECOrd manager, as appropriate, with financial management and monitoring tasks and with the development of service level agreements (SLAs) with funding partners.

- j) Undertake appropriate administrative duties to ensure the smooth running of **rECOrd**.
- k) Maintain an up-to-date knowledge and understanding of biological recording issues.
- l) Be flexible and undertake other tasks as necessary, or as directed by the **rECOrd** manager or by the board of directors.

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#### 4. MAIN ACTIVITIES

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These will include:

- a) Undertaking and managing a broad range of duties, often under own initiative.
- b) Liaising regularly with a wide range of contacts. These may include:
  - officers from statutory conservation organisations, voluntary conservation organisations, national park authorities and other bodies.
  - volunteers and voluntary recording groups.
  - customers.
  - staff at LRCs and other NBN nodes throughout the UK.
  - press and media contacts.
  - the board of directors.
- c) Producing written documents and reports.
- d) Dealing with requests for information from funding partners, other organisations and individuals.
- e) Entering data and maintaining data sets and information systems (e.g. entering biological data and digitising).
- f) Undertaking various administrative tasks.
- g) Travelling within the Cheshire Region and the County and Vice County of Cheshire, and occasionally elsewhere within the UK.

# Person Specification

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This section details the experience, skills, knowledge and personal qualities required for the post.

	Essential	Desirable
<b>EXPERIENCE</b>		
Working with biological records.	✓	
Field surveying and biological recording.	✓	
Working with volunteer biological recorders and recording groups.		✓
Working with local authorities or with public & voluntary sector nature conservation organisations in a professional capacity.		✓
<b>KNOWLEDGE</b>		
Degree or equivalent qualification or experience.	✓	
Natural history and biological recording.	✓	
Expert knowledge of at least one major taxonomic group		✓
Statutory and voluntary sector approaches to nature conservation in the UK, including strategies such as local Biodiversity Action Plans, Wildlife Sites Systems and the NBN.		✓
<b>SKILLS</b>		
IT literate with experience of Windows and Microsoft Office applications	✓	
Experience of biological recording software (e.g. Recorder, Recorder 2000)		✓
Experience of GIS (e.g. MapInfo)		✓
Communication, liaison and negotiation skills.	✓	
Driving licence.	✓	
<b>PERSONAL QUALITIES</b>		
Professional, business-like approach.	✓	
Good written and verbal communications skills.	✓	
Ability to deal with sensitive and/or confidential information.	✓	
Ability to work under own initiative with minimal supervision.	✓	
Willingness to assume responsibility and to take decisions.	✓	
Commitment to biological recording and wildlife conservation.	✓	