

Who we are looking for

rECOrd are looking for a **Biological Recording Officer** with the knowledge, skills, experience and personal qualities outlined in the attached person specification to assist the LRC Manager with many crucial aspects of the establishment of BIS.

This post requires someone who has relevant experience of working with biological records and who can demonstrate a personal commitment to biodiversity conservation. The successful applicant will have a degree (or equivalent or the relevant experience) and will be IT literate, preferably with experience of using biological recording software and/or GIS. Most importantly, the successful applicant will be a good communicator who is keen to tackle the challenges offered through working for this newly established organisation.

Details Of Employment

(a) Pay

The salary for the Biological Recording Officer post will be £ 15,000 per annum (pro rata), to be paid monthly in arrears. **N.B.:** There is no pension attached to this post.

(b) Hours of work

Standard hours are a five day, 35 hour week, exclusive of lunch breaks. A flexi-time system is in place, as is a system of time off in lieu for any unsocial hours worked.

(c) Location

This post will be based at new offices at the Chester Zoo complex, Chester, Cheshire - these are anticipated to be in place in April 2001. Some travel around the Cheshire Region and beyond is anticipated.

(d) Leave

Annual leave allowance is 25 days per year, in addition to public holidays and bank holidays. rECOrd is closed between Christmas and New Year, during which time staff will be expected to take leave.

(e) Probationary period

All new employees will be required to undertake a period of probation for 6 months, in which time they will be expected to establish their suitability for the post.

(f) Duration of contract

This post is offered initially as a fixed contract until February 2002 (the end of the establishment phase, for which funding is committed). It is intended that this contract will be annually renewed thereafter, although the continuation of rECOrd will be dependent on securing sufficient external funding, mainly through service level agreements with key users.

(g) Travel

The post-holder will be expected to use their own transport for any business trips which cannot be easily made using public transport. An allowance of 35p per mile will be paid.

The Selection Process

The interview panel will meet shortly after the application closing date to study the returned application forms and compile a short-list of applicants. They will do this by comparing the information provided on the application form to the requirements of the job, as listed in the person specification. A short list of the most suitable applicants (those who meet all or most of the requirements) will be drawn up.

Interviews are scheduled to take place on Tuesday **13th February 2001** and will be held at the Frodsham Community Centre in Fluin Lane, Frodsham, Cheshire. Times will be allocated and supplied to short-listed candidates, by post, prior to the interviews taking place.

Applying for the post

Before completing the application form, please read *The Selection Process* above as it is in your interest to complete the form in the way we require. You may include a CV if you wish, but this should not be as, nor will it be viewed as, a substitute for completing the application form.

We ask you to complete a form to enable us to monitor whether we are reaching all sections of the community and to check that our recruitment process operates fairly.

Please return your application form to:

The Centre Manager
rECOrd - Biodiversity Information Service
4 Priors Close
Halton
Runcorn
Cheshire
WA7 2BN

Completed application forms must arrive by **midday** on the **closing date of: Monday 22nd January 2001**. Please note that late applications will not be considered! If you would like us to confirm receipt of your form please enclose an SAE.

Unfortunately we do not have the resources to respond to those candidates who have not been short-listed and if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful on this occasion.