

## **Who we are looking for:**

rECOrd are looking for an **Information Technology Officer** with the knowledge, skills, experience and personal qualities outlined in the attached person specification to establish, maintain and develop the main databases and information systems of the record centre.

This post requires someone who has IT experience in a comparable project or situation. The successful candidate will have skills in working with networks, databases and GIS and will also be able to demonstrate a personal commitment to biodiversity conservation. They will also be highly motivated and will thrive on the challenges offered through working for this newly established organisation.

## **Details Of Employment:**

### **(a) Pay**

The salary for the Information Technology 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 the Chester Zoo Offices, Chester, Cheshire. Some travel around the Cheshire Region and beyond. The need to travel elsewhere in the UK may also occur.

### **(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 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 13<sup>th</sup> **December 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 22<sup>nd</sup> 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.