



# Job Description

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## 1. JOB IDENTIFICATION

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| <b>Job title</b>       | Local Environmental Records Centre Manager  |
| <b>Responsible to</b>  | Chair of Board of Directors of Powys & Brecon Beacons National Park<br>Environmental Records Centre Limited |
| <b>Responsible for</b> | F/T Data Officer<br>F/T Communications Officer<br>P/T IT Officer  |

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## 2. OVERALL PURPOSE

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To manage the running and further development of the Biodiversity Information Service for Powys and Brecon Beacons National Park (BIS); to maintain established relationships with core data suppliers and users and to develop new relationships.

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## 3. MAIN RESPONSIBILITIES

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- a) Be responsible for the day to day management of BIS; maintain and operate the core structures of BIS including financial planning, work planning and monitoring systems.
- b) Lead, manage and develop the staff as the managing member of the staff team to work effectively and take responsibility for their morale, health and safety and personal development.
- c) Manage the development and delivery of the range of BIS products and services.
- d) Maintain and develop effective working relationships with core data users, including negotiating service level agreements, annual work planning, monitoring service usage and regular reporting.
- e) Oversee internal and external data flow and data exchange with recorders, National Schemes and Societies and NBN Atlas including validation and verification of data. Maintain data handling policies, procedures and systems; monitor and review progress.
- f) Maintain effective links at the Wales/UK level through LERC Wales, the Association of Local Record Centres (ALERC) and as a member of the National Biodiversity Network (NBN), sharing expertise and experience.
- g) Maintain an up-to-date knowledge and understanding of biodiversity information management policy systems and technology.
- h) Agree strategic priorities for BIS, in consultation with the Board of Directors; agree work priorities with individual data suppliers and users.
- i) Ensure compliance with legislation including that relating to staff welfare and Health and Safety.
- j) Be able to deputise for the Data or Communications Officer to ensure maintenance of the commercial and partner service.
- k) Undertake other tasks as necessary or as directed by the Board of Directors.

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#### **4. MAIN ACTIVITIES**

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The BIS Manager will be expected to undertake a wide range of complex and technical work in often unpredictable situations, with substantial delegated authority. The main activities will be:

- a) Managing the work of all other BIS staff, volunteers and contractors,
- b) Establishing relationships, and liaising regularly, with a wide range of contacts including:
  - The Board of Directors
  - The BIS Support Group
  - Individual members and officers from local & national park authorities, statutory conservation organisations, voluntary conservation organisations and other bodies, often at a senior level
  - External customers and users
  - A wide range of volunteers and voluntary recording groups
  - The other Welsh LERCs and LERC Wales Ltd
  - Local Nature Partnerships
  - The NBN, ALERC and other LERCs throughout the UK
  - Potential funders and users
- c) In collaboration with the Board, securing on-going funding to maintain and develop BIS and its functions,
- d) Planning, monitoring and controlling the use of financial resources within BIS,
- e) Taking part in a suitable Continuous Professional Development Scheme,
- f) Travelling within Powys and the Brecon Beacons National Park and occasionally within the UK.

# Person Specification

**Job title** - **Local Environmental Records Centre Manager**

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

|   | Required                 | Desirable                |
|---|--------------------------|--------------------------|
| <b>EXPERIENCE</b>   |                          |                          |
| Managing and developing a similar project.  | <input type="checkbox"/> |                          |
| Reporting to and working closely with management groups   |                          | <input type="checkbox"/> |
| Managing a technical team in a related field  |                          | <input type="checkbox"/> |
| Managing budgets and working with funding partners.   | <input type="checkbox"/> |                          |
| Working with local authorities or with public & voluntary sector nature conservation organisations.   |                          | <input type="checkbox"/> |
| Working with volunteer recorders and recording groups.  |                          | <input type="checkbox"/> |
| <b>KNOWLEDGE</b>  |                          |                          |
| Project management and/or small business management.  | <input type="checkbox"/> |                          |
| Natural history and/or biological recording.  | <input type="checkbox"/> |                          |
| Information management, including relevant IT systems   |                          | <input type="checkbox"/> |
| Statutory and voluntary sector approaches to nature conservation in the UK, including strategies such as Local Nature Partnerships, Wildlife Sites Systems and the NBN. |                          | <input type="checkbox"/> |
| Degree or equivalent qualification.   | <input type="checkbox"/> |                          |
| <b>SKILLS</b>   |                          |                          |
| Written and verbal communication skills (including public speaking).  | <input type="checkbox"/> |                          |
| Time and workload management.   | <input type="checkbox"/> |                          |
| Staff management.   | <input type="checkbox"/> |                          |
| Financial management and knowledge of financial software eg Sage  | <input type="checkbox"/> |                          |
| Strategic planning.   | <input type="checkbox"/> | <input type="checkbox"/> |
| IT literate with experience of Windows and Microsoft Office applications  | <input type="checkbox"/> |                          |
| Working experience of GIS and analysis (e.g. ArcMap and QGIS)   |                          | <input type="checkbox"/> |
| Experience of biological recording software (e.g. Recorder 6) and databases   |                          | <input type="checkbox"/> |
| Ability to communicate in Welsh.  |                          | <input type="checkbox"/> |
| Consensus building, liaison and networking.   | <input type="checkbox"/> |                          |
| Driving licence.  | <input type="checkbox"/> |                          |
| <b>PERSONAL QUALITIES</b>   |                          |                          |
| Professional, business-like approach.   | <input type="checkbox"/> |                          |
| Enthusiasm and motivation.  | <input type="checkbox"/> |                          |
| Leadership.   | <input type="checkbox"/> |                          |
| Willing to assume responsibility and to take decisions.   | <input type="checkbox"/> |                          |
| Commitment to biological recording and wildlife conservation.   | <input type="checkbox"/> |                          |

## **Who we are looking for**

We are looking for a **LERC Manager** with the knowledge, skills, experience and personal qualities outlined in the attached person specification to continue developing BIS services to provide efficient access to biodiversity information locally and across Wales. This is an opportunity to work in a well-established and forward thinking LERC as part of the network of four Welsh record centres ([LERC Wales](#)).

The ideal candidate will have already managed an equivalent organisation, project or team. They will have financial and HR skills and some experience in working with biological databases and Geographical Information Systems. Most importantly, the successful applicant will be a good communicator with good organisational skills and the ability to work to a very high standard within a small team. They should be able to demonstrate their commitment to biodiversity and be keen to tackle the challenges offered by working for a thriving LERC.

## **Details Of Employment**

### **(a) Pay**

The salary for the BIS Manager post will be £30-32,000 per annum depending on experience, to be paid monthly in arrears. BIS currently offers a workplace pension scheme (WPS) with Scottish Equitable now AEGON. BIS operates a generous Sick Pay Scheme and Health Plan.

### **(b) Hours of work**

Standard hours are five days, 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. The applicant will be expected to do occasional weekend work to attend BIS or other organisations events.

### **(c) Location**

This post will be based at the BIS offices, 6 The Bulwark, Brecon, Powys. Some travel around Powys and Brecon Beacons National Park and Wales is anticipated.

### **(d) Leave**

Annual leave allowance is 25 days per year, in addition to 8 public holidays. BIS 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 is a full-time permanent post.

### **(g) Travel**

The post-holder will be expected to use their own transport for any business and an allowance of 45p 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 expected to take place in mid-July and may be done remotely on-line through Zoom, depending on Welsh Government Covid-19 guidance and restrictions.

## **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 a substitute for completing the application form.

Please return your application form to:

Norman Lowe (BIS Chairman)  
6 Tai Canol  
Llangorse  
Brecon  
Powys  
LD3 7UR

OR Email: Norman Lowe <[norman@enviro-consulting.com](mailto:norman@enviro-consulting.com)>

Completed application forms must arrive by midday Friday 3<sup>rd</sup> July 2020. Please note that late applications will not be considered. BIS will confirm receipt of your form by email or please enclose an SAE.

Unfortunately, we do not have the resources to respond to those candidates who have not been short-listed. If you do not hear by the 30<sup>th</sup> July 2020 you should assume that your application has not been successful on this occasion.