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THE POST

College: College of Life and Environmental Sciences (<http://lifesciences.exeter.ac.uk/>)
Environment and Sustainability Institute, Cornwall Campus

Post: Senior Technician (Wildlife)

Reference No: R11165

Grade: E

Reporting To: Professor Robbie McDonald

The above full-time permanent post is available in the College of Life and Environmental Sciences, Environment and Sustainability Institute, Cornwall Campus.

Job Description

Main purpose of the job:

The post holder will provide practical support for ecological research, in the field and laboratory, within the new Environment and Sustainability Institute. The post holder will also have a substantial and more general technical support role across the breadth of ESI research. Roles and responsibilities may broaden and/or change as the ESI develops and as the range of projects increases.

This is an opportunity for an experienced wildlife professional to join a new research Institute and to deploy their well-developed skills on a range of research projects. The post holder will be an experienced, reliable and authoritative technician who will be a self-starter, will make things happen and will ensure data collection is conducted successfully and to a high standard. Critically, they will be able to demonstrate a track record of working successfully and having a natural rapport with farmers, landowners and others with countryside interests.

Main duties and accountabilities:

Being a key member of the research support staff within the Institute, leading data collection and advising on the practicalities of field and laboratory research. To include:

- Working independently to establish, lead and conduct field and laboratory work in support of ESI research projects
- At the direction of managers regularly contacting, liaising and negotiating with partners and stakeholders, specifically farmers, landowners, gamekeepers, anglers, fishermen, etc.
- Acquiring and deploying new skills where appropriate, e.g. use and maintenance of specialist scientific equipment in field and laboratory
- Supporting the research of Institute and College staff, students and others, including partner organisations
- Providing training and day-to-day guidance for less experienced staff and students
- Working away from Campus
- Working unsociable and long hours, including overnight stays

At the direction of managers, supervise the activities of defined technical and research staff working in the field and/or laboratory, being responsible for their:

- Daily work, schedules and tasks
- Planning longer programmes of work, including trips away from Campus

To take an active role in maintenance of the Laboratories and Facilities of the ESI, to include:

- All aspects of maintenance and space issues, both scheduled and emergency,
- Security of laboratory spaces in line with the University of Exeter Security Policy,

Under the guidance of the Institute's Facilities Manager to ensure relevant field and laboratory equipment within the Institute is serviced and maintained, to include:

- Ensuring all equipment is serviceable, checked and serviced as necessary,
- Arrange scheduled maintenance/repair as required by either internal or external parties,
- Ensuring all individuals are suitably trained on equipment they wish/are required to use,
- Involvement in procurement of equipment as required, in line with College and Institute policy and budgetary constraints.

In conjunction with designated persons, take the local lead for Health and Safety. This may include:

- College, University, and national Health and Safety policy is adhered to in the field and within the laboratory area,
- Supply specialist Health and Safety knowledge/expertise for the production of policy as required,
- Fire regulations are adhered to,
- Ethics regulations are adhered to.

In conjunction with the appropriate role holders, ensure that:

- Field and laboratory stores, consumables and items of equipment are sufficient, correctly inventoried and audited,
- Ensure items are disposed of when of no further use, in a safe and sensible manner, in accordance with University policy.
- Contribute to the management of budgets, budget codes and financial areas for the laboratory and research grants

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

	Essential	Desirable
Attainments/Qualifications	Degree in ecology, biology or similar AND/OR equivalent working experience in a similar post at an equivalent level.	Postgraduate training or qualifications in ecology, wildlife biology or similar
	Record of training in wildlife/animal handling skills	Appropriate licenses, e.g. Home Office/ASPA personal license, Protected species licenses (e.g. badgers, bats, dormice), shotgun/firearms license, bird ringing permit
	Full, UK driving license	Off-road, 4WD, quad-bike training and experience. Boat-handling experience.
Skills and Understanding	Possess demonstrable and extensive skills in surveying, catching and handling wildlife, particularly mammals and birds	Support for and aptitude for use of animals in scientific research. Experience of dissection/necropsy investigations.
	Ability to work closely with scientists with regards to specialist research and/or operations	Experience of supporting and training research students or junior staff.
	Understanding of and proven ability to work closely with stakeholders and partners, e.g. farmers, gamekeepers, landowners, fishermen, anglers, conservation organisations	Direct knowledge and experience of farming and/or other countryside interests, e.g. shooting, angling
	Competent IT user, experience of relevant software.	
	Excellent communication skills, both written and oral.	
	Working knowledge of Health and Safety regulations and other applicable legislative requirements.	

	Ability to work flexibly and responsively, meet deadlines under rapidly changing circumstances.	
Prior Experience	Prior experience and proven skills in working with range of wildlife species for research and/or management	Willingness and aptitude for wider research duties, including use and maintenance of scientific instruments
	Experience in data collection for research and/or management	Extensive experience of data collection for research purposes.

Informal Enquiries

Before submitting an application, you may wish to discuss the post further by contacting Professor Robbie McDonald, e-mail r.mcdonald@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Salary will be circa £24,520 per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit sections. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at www.uss.co.uk and read the information for new entrants.

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should

request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **27 April 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **R11165** in any correspondence.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.