

## Role Specification

### Water Vole Project Officer

Reporting to Forestry Commission Habitats Manager.

#### Role Purpose

To help with the planning and implementation of monitoring and protecting the expanding population of water voles within Cowal and Trossachs Forest District.

#### Key Dimensions

Business Skills	<ul style="list-style-type: none"> <li>• Demonstrates a rational and organised approach to work</li> <li>• Understands and uses appropriate methods (i.e. systems, processes, etc.)</li> <li>• Learns new skills and can apply them</li> <li>• Is able to effectively communicate with colleagues and/or customers</li> <li>• Absorbs and applies technical information</li> <li>• Contributes to identifying personal development opportunities</li> </ul>
Complexity	<ul style="list-style-type: none"> <li>• Is able to plan, schedule and monitor own work within agreed deadlines</li> <li>• Responsible for checking the quality and accuracy of own work</li> <li>• Produces routine letters, reports and other documents from standard templates</li> <li>• Performs a range of activities in a variety of structured environments</li> </ul>
Autonomy	<ul style="list-style-type: none"> <li>• Operates within a defined role, but may have some autonomy in how tasks are delivered</li> <li>• Can easily determine when work should be escalated to a higher level</li> </ul>

#### Core Responsibilities

Water Vole Surveys:

- Field surveying for signs of water vole activity within release sites and surrounding areas
- Carry out habitat assessments to identify areas of suitable water vole habitat within the likely dispersal area zone and monitor areas as likely sites for colonisation
- Advise on and encourage suitable habitat management and water vole surveying in these areas

Mink Control:

- Identify the most important areas for water vole dispersal and mink control out with the current project area boundaries
- Set up co-ordination and stakeholder buy-in for mink monitoring and control in these areas, working closely with Forth Fisheries Trust project, NP and others who are progressing to link up mink control effort

Publicity and Interpretation:

- Take a lead role in publicising the project and representing the Partners.
- Develop a TWVP website and up-date the Facebook page
- Promote water vole conservation and mink control through education and events throughout the National Park and wider area (NP)
- Work with other Forest Districts to encourage mink control as part of national FCS work programme

Working with Partners:

- Work with Partners and ensure all Partners are kept up to date with Project development. Provide the Project Steering Group with regular updates.
- Utilise the skills and expertise of the Steering Group Partners wherever possible.

Reporting:

- Keep up to date records of survey information including GIS based recording.
- Help to advise Forest District Staff on distribution of water voles and constraints to forest operations.
- Write up project records and information to provide a full report at the end of the year.

## Person Specification

### Technical Competencies

	Essential	Desirable
IT competent	√	
Trapping and animal handling experience, including humane control		√

### Behavioural Competencies

Competency	Level	Essential	Desirable
Planning & Organising	Plan ahead, organise your work, take into account the potential for change	√	
Finding Solutions	Use your initiative to resolve problems and find solutions within your work	√	
Understanding Others	Listen to and understand the needs of colleagues and stakeholders	√	
Team Working	Be collaborative and seek to find a positive outcome for the team and for RZSS	√	
Communicating	Communicate constructively to build good relations with colleagues both within the team and RZSS	√	
Projecting Confidence	Act in a way which projects personal credibility, inspires trust and helps you share your knowledge and experience	√	
Influencing	Influence outcomes in your role by choosing effective behaviours	√	
Gathering Information	Gather and analyse information relevant to the tasks in your role	√	

### Experience

	Essential	Desirable
Wildlife survey and ecological monitoring projects	√	
Experience working with volunteers, external partners and stakeholders		√
Experience of report writing		√
Experience of working with Scottish conservation organisations in a partnership environment		√
Mink monitoring and control		√

### Qualifications

	Essential	Desirable
Full UK driving licence	√	
Degree in a related science or an environment-related discipline		√
First aid certificate		√