

# Role profile

**Job title:** Conservation project officer (field)

**Reports to:** Conservation programme manager (field)

**Date prepared:** December 2022

## Purpose

Deliver targeted conservation project work in support of the Royal Zoological Society's (RZSS) conservation department activities, using an established understanding of conservation science, and conservation management skills to support this delivery.

To effectively implement activities of the conservation department under direction of the Conservation Programme Manager (Field), leading on many aspects of given projects, including the development of Asian field projects.

## Scope

- Based at the RZSS Edinburgh Zoo (with required support across sites including Highland Wildlife Park).
- Leads on aspects of field conservation projects both locally and internationally with support from the Conservation Programme Manager.
- Line manager for Assistant Conservation Project Officer (Project Support).
- Works in collaboration with other conservation staff based at Highland Wildlife Park
- Main point of contact for EZ Living Collections Team on collaborative projects.
- Creates project collateral and educational materials in collaboration with the Marketing, Communications, and Development and Learning teams.
- Where required, represent the Conservation Department at local, national, and international meetings.
- Has responsibility for managing and maintaining relevant project equipment and data, and ordering project supplies.
- Will require infrequent travel throughout Scotland and occasionally internationally, with overnight stays and some independent working.
- Undertake focused project work on specific field-based, analytical or reporting tasks.
- Tasked with assisting in development of new projects for the Conservation Department as they arise.

## Responsibilities

- Contribute to the design, development, implementation and evaluation on a range of conservation projects (in whole or in part) by providing, for example:
  - assistance with conservation breeding programmes
  - conservation planning support

- writing reports and contributing to scientific publications
- monitoring reintroduced populations of native species
- liaising and collaborating with internal, domestic, and overseas conservation partners.
- Work with other members of the conservation team to undertake operational delivery of field-based actions.
- Work in collaboration with relevant Living Collections staff to contribute to design and furnishing of invertebrate conservation breeding facilities to ensure they meet all the needs of the animal and the relevant conservation project.
- When necessary, or as requested by line manager, represent the project at external meetings and communicate with the public.
- Present conservation project work to visitors to off show areas across our sites(e.g., project partners, patrons etc.)
- Manage project reporting, including preparing data and leading on authoring report sections.
- Work in partnership with other relevant departments across RZSS to deliver on project objectives.
- Plan specific aspects of relevant field work and write relevant risk assessments.
- Contribute to operational and strategic discussions with senior management.
- Collect and manage scientific monitoring data with high level of accuracy and attention to detail.
- Responsible for ordering, maintenance, and servicing of project equipment where relevant.
- Demonstrate commitment to continuous personal development to ensure knowledge and skills are up to date and best practice is followed and an active member in relevant groups
- Engage with the organisation's appraisal system, and demonstrate commitment to our values, behaviours, and your continuous personal development.
- Ensure compliance with RZSS's policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements.
- Perform other reasonable duties and/or projects as directed by your manager.

## Knowledge, skills and experience

Knowledge	Essential	Desirable
Educated to degree-level or equivalent experience	√	
Demonstrable experience in ecology, biology, or environment related discipline.	√	
Sound knowledge and understanding of conservation issues involved in species recovery.	√	
Good understanding of Scottish and global conservation issues.	√	
Experience of planning and executing field conservation project work.	√	
Masters MSc in science, conservation or related discipline.		√
Understanding of the conservation landscape in Asia		√

Skills	Essential	Desirable
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Competent in the use of Microsoft Office (Word, Excel, Outlook).	√	
Good standard of written and spoken English and ability to write up technical information relating to a wide range of conservation projects.	√	
Proficiency in field work skills and fieldwork organisation.	√	
Data handling and analysis skills, for example conservation breeding programme data, qualitative survey data, and the use of GIS or the R statistical package.	√	
Assertive communicator, confident in dealing with queries from across the Society and externally.	√	
Able to assimilate relevant information about a given topic quickly and then apply to a frequently changing situation to provide context or aid decision-making.	√	
Scientific report and publication writing.	√	
Able to perform scientific literature reviews for research and writing purposes.		√
Scientific experimental design and statistical analysis.		√

Experience	Essential	Desirable
Can demonstrate sound knowledge of conservation and species recovery with practical experience in both.	√	
Experience of working with minimal supervision, demonstrating good organisational and planning skills.	√	
Experience of field survey and monitoring techniques, equipment use, and data handling (for example including live-trapping, camera-trapping).	√	
Experience of report writing.	√	
Experience conducting field work in remote locations and under challenging conditions.	√	
Experience of leading on aspects of projects and having to make decisions regarding those aspects.		√

Experience of maintaining working relationships with partners overseas and often in remote locations.

✓

## Behavioural competencies

Competency	Level	Essential	Desirable
Delivering Services and Experience	Perform your role to the best of your ability with enthusiasm and a positive approach.	✓	
Understanding Others	Listen to and understand the needs of colleagues and stakeholders.	✓	
Communicating	Comfortable initiating dialogue with people; communicate with care to ensure your message is understood.	✓	
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.	✓	
Embracing Change	Take the initiative to make improvements to the way you do your role.	✓	
Gathering Information	Gather and analyse information relevant to the tasks in your role.	✓	

## Role dimensions

### Planning and Organising

- Design and manage individual activities, targets and timelines to achieve objectives defined on a conservation project plan.
- Take initiative in looking for new ways to run projects and for new project opportunities.
- Identify and flag issues as they arise and suggest improvements to the systems that you work with as you see them.
- Be proactive and seek new tasks/work, or switch to longer-term background tasks if daily or weekly workload is completed.
- Analyse, record, and document project results for inclusion in project reports.
- Prioritise workload and accommodate changing priorities across several projects.

### Communication and relationships

- Collaborate and support the conservation team in line with project objectives.
- Effectively communicate key departmental messages and goals to external stakeholders and not personal views.
- Engage with and develop relationship with existing and new stakeholders.
- Present complex information in a non-complex way, for example tell the story of projects in a way that is understood by a wide audience, explain the technical detail of a project to a stakeholder, communicate in a persuasive manner.
- Personable, able to build key relationships, adapt communication style, and show strong influencing skills.
- Identify and support conservation fundraising opportunities.
- Identify opportunities in project for broader communication and facilitate that communication in collaboration with relevant internal departments.
- Demonstrate political sensitivity, and deal with complex, high profile and sometimes contentious issues.
- Lead meetings, as requested by your line manager.

### Problem-solving and decision making

- Develop new processes and put forward suggestion for improving processes to help meet project objectives.
- Day to day responsibility for problem solving related to project tasks. Adapting fieldwork planning in response to external factors e.g., weather/ equipment failure etc.
- Able to apply existing relevant RZSS policies/procedures to project activities, can easily identify the relevance.
- Adhere to relevant external guidelines and protocols.
- Demonstrate an analytical and methodical approach to problem solving.
- Use discretion in identifying and resolving complex problems.
- Resolve problems with diplomacy and within a cultural context.
- Understand if an aspect of project could be turned into a media or fundraising opportunity – can identify this well.
- Present possible solutions to line manager in the face of challenges or identified issues.

### Other information

**I have discussed and agreed this updated role profile with my manager**

Name:

Signature:

Date:

