

## **Candidate Information Booklet**

### **Invasive Species Programme Manager**

**The National Biodiversity Data Centre is committed to a policy of equal opportunity.**

**Closing Date for Applications:**

**5pm on Wednesday the 31<sup>st</sup> of January 2024**

**(Late Applications will not be considered)**

## **Background**

The National Biodiversity Data Centre was established as a company limited by guarantee in December 2022, following a decision of Government to put the initiative on a more secure footing, to empower and better resource the Centre to support Ireland's collective national effort to reverse biodiversity loss and contribute to nature restoration. The primary role of the Centre is to contribute to building the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible for local communities and individuals to promote a better understanding and appreciation of biodiversity at the local level.

The National Biodiversity Data Centre has built and manages an extensive biodiversity digital infrastructure to meet many of the national biodiversity data management needs. This infrastructure is offered as a shared-service to partner organisations to assist their biodiversity data management needs and to facilitate data mobilisation. This has resulted in a national biodiversity database which at the end of 2023 contains more than six million species occurrence records of almost 18,000 species. The Centre also manages some monitoring schemes to track how biodiversity is changing. Many of these are delivered by an extensive network of citizen scientists.

The National Biodiversity Data Centre also manages thematic work programmes and plans to support the implementation of aspects of biodiversity policy. One of the key work programmes is around Invasive Alien Species. The Centre has built a large knowledge-base around invasive species in Ireland <https://invasives.ie/>, it manages the National Invasive Species database, provides alerts for newly arrived species, and it provides supports to Government departments on the implementation and reporting of EU Invasive Species Regulations and other invasive species policy areas. The Centre will have an expanded work programme around invasive alien species in 2024, with the delivery of a large, multi-annual project funded under the Shared Island Invasive Species and Biosecurity initiative. To ensure the effective management of the entire Invasive Species work programme of the Centre, we are seeking to appoint an Invasive Species Programme Manager to join the National Biodiversity Data Centre team. This is an exciting opportunity for the successful candidate to play a leadership role in delivering on public policy on invasive species and the conservation of biodiversity in Ireland.

For details of the role and work of the National Biodiversity Data Centre view the website <https://biodiversityireland.ie/>.

### **Main Duties and Responsibilities**

Reporting to the Chief Scientific Officer, have responsibility for overall delivery of the Centre's work programme on Invasive Species. In particular, duties include:

- Develop, implement and report on delivery of annual Invasive Species work programmes, including budget preparation & budget management
- Managing and coordinating the Project Officer team working on Invasive Species;
- Contributing to national and international Invasive Species Working Groups;
- Providing technical advice on invasive species to the Data Centre and partner organisations;
- Prepare reports and submissions to the Board and Senior Management team on programme delivery;
- Supporting National Parks and Wildlife Services (NPWS) on implementation and reporting under the EU Invasive Alien Species Regulations;
- Coordinate the production of the National Invasive Species Management Strategy;
- Manage the Shared Island Invasive Species and Biosecurity initiative work programme;
- Contribute to the general work of the National Biodiversity Data Centre as requested;
- Undertake other duties as may be assigned from time to time;
- Ensuring health and safety is actively managed and a positive health and safety culture is promoted;

### **Essential Criteria for the role**

Candidates must demonstrate in their cover letter and Curriculum Vitae that they meet all the essential criteria identified for the post. Each candidate must, on the latest date for receipt of completed application, have;

A recognised degree, Level 8 in the National Framework of Qualifications, in a subject relevant to biodiversity e.g. environmental science, ecology, earth/natural sciences, zoology, botany, natural resources management,

And/or

Hold a relevant post graduate qualification Level 9 in the National Framework of Qualifications in a subject relevant to biodiversity e.g. environmental science, ecology, earth/natural sciences, zoology, botany, natural resources management.

- Have a minimum of five years relevant post graduate experience within a biodiversity related field, at least three of which involved working on invasive alien species;
- Experience and knowledge of invasive species policy and practice;
- Have knowledge of current legislation, issues and challenges on invasive alien species issues in Ireland;
- Have practical experience of project management and reporting processes appropriate for a Company Limited by Guarantee (CLG);
- Experience of communication and partner engagement,
- Have experience of data management and analysis methods, using a variety of software including Geographic Information Systems (GIS);
- Possess good research and report writing skills;
- Possess good organisational and management skills;
- Have excellent motivational, communication and interpersonal skills;
- Have the ability to work independently and in a team environment with strong organisation and time-management skills;

All successful candidates will be expected to:

- Contribute to the organisation and participation of the invasive species conferences or other organisation events as needed.
- Contribute articles to the *Biodiversity Ireland* magazine and other relevant publications.
- Show a commitment to continued professional training to improve their ability to carry out the role and a willingness to attend relevant training courses and conferences as identified.
- Provide regular reports on the progress of work programmes to the Chief Scientific Officer, and to quarterly National Biodiversity Data Centre Board meetings and annual reports.
- Comply with all Health and Safety requirements.
- Be adaptable and flexible, with an ability to embrace change, quickly learn new skills and take on additional responsibilities as part of a newly developing organisation.
- Have a commitment to respect and dignity for all, together with the ability to work positively with colleagues, collaborators and trainees from a diverse range of backgrounds.
- Have full rights to work in Ireland.

As the National Biodiversity Data Centre is in its initial establishment phase as a Company Limited by Guarantee (CLG), the working environment will be dynamic and evolving, requiring all staff to embrace and manage change and take on new responsibilities as needs arise. Consequently, the responsibilities

outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the National Biodiversity Data Centre.

### **Reporting**

The Programme Manager will report to the Chief Scientific Officer.

### **Competencies for the Role**

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in appendix 1.

## **CONDITIONS OF SERVICE**

### **Tenure**

The post is whole-time and permanent.

### **Salary**

The salary scale for the post is: € 55,000 – €56,500 – €58,500 – €60,000 – €61,500 – €63,000 – €65,000, with increments being awarded annually, subject to satisfactory performance in the role. Additionally, there are two Long Service Increments (LSI) of €67,000<sup>1</sup> and €69,000<sup>2</sup>. LSI 1 after 3 years satisfactory service at the maximum salary level on the above scale, and LSI 2 after 6 years satisfactory service at the maximum salary level on the above scale.

### **Annual Leave**

29 days annual level entitlement, rising to 30 days after 5 years of service.

### **Place of work**

The National Biodiversity Data Centre headquarters are located at Beechfield House, South-East Technological University (SETU), West Campus, Carriganore, Co. Waterford, X91 PE03. The company currently operates a hybrid working policy, which is subject to change to suit the needs of the business. The policy requires staff to work from the company's offices at least two days each week.

There will be a requirement for all staff to attend monthly in-person staff meetings at the National Biodiversity Data Centre offices in Waterford, generally held on the first Monday of every month.

### **Hours of Attendance**

The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday, with one hour for lunch.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. Overtime rates will not apply to additional hours worked outside of normal hours.

### **Pension**

The National Biodiversity Data Centre will provide a 5% pension contribution to the employee's Personal Retirement Savings Account.

### **Probation**

There shall be a period after appointment takes effect during which the appointed person shall hold their employment on probation. Such period shall be six months. A person may cease to hold such employment at the end of this period at the discretion of the Chief Executive Officer.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

## **APPLICATION PROCESS**

### **Selection Methods**

The selection process may include any or all the following:

- Shortlisting of candidates.

The number of candidates to be invited for interview shall be determined by the National Biodiversity Data Centre. The shortlisting will be carried out on behalf of the National Biodiversity Data Centre by the recruitment agency against criteria specified for the position and only on the basis of the information contained in the candidate's cover letter and curriculum vitae (C.V.). While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the recruitment agency may decide that a smaller number will be called to the next stage of the selection process. In this respect, the recruitment agency provide for the employment of a shortlisting process to select a group who, based on an examination of the C.V. and cover letter, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your cover letter and C.V.

- An interview which may include a presentation or other exercise
- A second interview which may include a presentation or other exercise.
- The National Biodiversity Data Centre may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews during the week commencing the 5th of February 2024 at the offices of the National Biodiversity Data Centre, Beechfield House, South-East Technological University (SETU), West Campus, Carriganore, Co. Waterford X91 PE03. Remote Interviews may be accommodated but only in exceptional and unavoidable cases. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.

The National Biodiversity Data Centre will not be responsible for any expense a candidate may incur in attending for interview.

### **References**

It would be useful if you would begin to consider names of people who would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you; at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the interview stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

### **How to Apply**

To apply, please submit a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date. You must also submit a cover letter (no more than three pages), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Please email your C.V. and cover letter to **ciara@excelrecruitment.com**

### **Candidates with Disabilities**

The National Biodiversity Data Centre is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

### **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by the National Biodiversity Data Centre, or who do not, when requested, furnish such evidence as the National Biodiversity Data Centre requires regarding any matter relevant to their candidature, will have no further claim to consideration.



### **Period of Acceptance**

The National Biodiversity Data Centre will require the person to whom appointment is offered to take up the appointment within a period of not more than three months and if he/she fails to take up the appointment within such period or such longer period as the National Biodiversity Data Centre in its absolute discretion may determine, the National Biodiversity Data Centre shall not appoint him/her.

### **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the National Biodiversity Data Centre or person nominated by the National Biodiversity Data Centre to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

### **Garda Vetting**

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the National Biodiversity Data Centre.

### **Enquiries/Further Information**

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email: [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com)

## **GENERAL INFORMATION**

### **Legal Compliance**

The National Biodiversity Data Centre is committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts 1997, 2003 and 2014.

### **GDPR Compliance**

The National Biodiversity Data Centre collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

### **Use of Recording Devices**

The use of recording equipment is prohibited during the application and interview process.

### **Candidate Obligations**

Candidates must not knowingly provide false or misleading information. Candidates must not interfere or compromise the competition process in any way.

### **Request for Feedback**

Feedback will be provided at the end of the selection process. Should further feedback be required this can be requested by emailing: [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com)

## APPENDIX 1.

### Key Competencies for this position

Leadership	Actively contributes to the development of the strategies and policies of the Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues he/she considers important

Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the organisation
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects

Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across the organisation
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including policymakers, funders, the citizen scientist community and the public more generally

Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the organisation
	Has a breadth and depth of knowledge of organisational issues and is sensitive to wider policy and organisational priorities
	Is considered an expert by stakeholders in own field/area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive and Commitment to the Common Good	Is self-motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity