



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Conservation Project Assistant, Faculty of Biological Sciences



Salary: Grade 5 (£22,659,- £26,243 p.a. pro rata)

Due to funding limitations an appointment cannot be made above £22,659 p.a.

Reference: FBSBY1094

Closing Date: 26 November 2018

Fixed-term for 12 months

We are happy to consider part time, job share and flexible working arrangements

Conservation Project Assistant

School of Biology, Faculty of Biological Sciences

Are you interested in delivering evidence-based conservation? Do you want to further your career working in one of the UK's leading Universities and with the region's key environmental stakeholders?

Invasive Non Native Species (INNS) threaten biodiversity and ecosystem services at great economic cost. Our project is looking at slowing the spread of INNS by working with environment organisations to develop good biosecurity. We are looking for a Project Assistant to help consolidate the work achieved with partners so far and to follow up with new partners. You will work with our senior conservation officer and with environmental partner organisations to help them identify key invasion risks and pathways, develop effective and pragmatic biosecurity practices and deliver resources and training to slow the spread of invasive species. The post provides a great opportunity to work with a range of partner organisations (members of the Yorkshire Dales Biosecurity & INNS Steering Group) helping them to embed biosecurity into their systems and working practices.

The Partners are a diverse range of organisations with a footprint in the Yorkshire Dales area and a common concern about INNS and non-native wildlife diseases. They include The Environment Agency, Forestry Commission, Natural England, Nidderdale Area of Outstanding Natural Beauty, Yorkshire Wildlife Trust, Yorkshire Water, Yorkshire Dales National Park Authority, Ribble Rivers Trust, Yorkshire Dales Rivers Trust, and the National Trust. Work with some of the partners has already progressed and moving forward, it is expected that the majority of the Project Assistant's time will be spent working with the final four organisations: Yorkshire Dales National Park Authority, Ribble Rivers Trust, Natural England and the National Trust. However, there will still be a requirement to work with all partners to review the success/uptake or otherwise of the approaches agreed, and share lessons, best practice and outputs across the group.

You will be work with key contacts and staff within the partner organisations to help them identify which of their operations and activities could pose a risk of spreading INNS and/or disease, and develop practical, tailored measures to mitigate this risk.



You will also assist the Partner organisations to disseminate best practice and outputs developed to both their stakeholders and peers in similar organisations, and will disseminate the results/outputs of the project to relevant audiences both within Yorkshire and across the UK.

Please note that there is no fixed base for this position; your week will be split between the University of Leeds (2-3 days per week), the offices of the Yorkshire Dales National Parks Authority and other partner organisations in Yorkshire (predominantly the Yorkshire Dales). You will also be required to travel regularly between Yorkshire based sites and occasionally, some nationally based sites.

What does the role entail?

As a Conservation Project Assistant your main duties will include:

- Collecting the information from partners that is necessary to complete a Biosecurity Risk Assessment through discussions, work shadowing or workshops;
- Working with partners to contribute to the development of a Biosecurity Action Plan for the organisation;
- Editing and tailoring previously developed materials (e.g. awareness raising and training materials) required to embed biosecurity into the organisation's working culture and everyday practices, as identified by the Biosecurity Action Plan;
- Supporting activities to ensure a successful programme of conservation, including setting up and attending meetings, workshops, presentations, training events and writing reports of these events.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Conservation Project Assistant you will have:

- Either experience of working with one or more of our partner organisations or a degree in Biology, Ecology, Environmental Social Science, Environmental Management, Conservation or a closely allied discipline;
- An interest in conservation or in invasive species management perhaps with volunteering or work experience with one of our partner organisations or other similar organisation;
- Excellent interpersonal skills, with the ability to engage and work with a diverse range of stakeholders and work effectively in a collaborative team environment;

- Excellent written and verbal communication skills, to suit different audiences/situations;
- Good organisational, planning and self-management skills, with the ability to work accurately and carefully, meet stakeholder needs and deadlines, delivering high quality work first time;
- A commitment to a role based at different sites and a willingness to travelling regularly to multiple sites in Yorkshire and, occasionally, some nationally based sites. Please note that some of the locations are remote and may not be easily served by public transport.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

[Dr Alison Dunn](#), Reader in Evolutionary Ecology

Tel: +44 (0)113 343 2856

Email: a.dunn@leeds.ac.uk

Additional information

Background to the post

Invasive Non Native Species (INNS) are major drivers of environmental change and impose increasing economic costs (~£1.7bn p.a. to GB). Once INNS become established it is often impractical and expensive to manage them. Slowing the rate of introduction and spread of INNS is therefore key to limiting their environmental and economic impact.

The Yorkshire Dales Biosecurity Project aims to put into action the first of the three Objectives of the Yorkshire Dales Biosecurity and Invasive Non-native Species Strategy, namely to “Reduce the risk of the introduction and spread of INNS (and specified wildlife diseases) to and within the Yorkshire Dales”.



Working at Leeds

Find out more about the [Faculty of Biological Sciences](#) and the [School of Biology](#)

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

A diverse workforce

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was reawarded a Bronze award in 2017. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN webpage provides more information: <http://www.fbs.leeds.ac.uk/equality-and-diversity/athena-swan/>

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.