



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

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
- Plan landscape scale programme of water vole surveys to be carried out by volunteers
- Advise on and encourage suitable habitat management and water vole surveying in these areas

Mink Control:

- Monitor and maintain the project's network of mink rafts
- 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, LLTNP 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 the 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 Partners' staff to encourage mink control as part of national FCS work programme
- Contribute articles to the RFFT newsletter as requested



Working with Partners:

- Work with Partners and ensure 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 Partners' 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		✓
Competent in the use of ArcGIS		✓

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 RFFT	✓	
Communicating: Communicate constructively to build good relations with RFFT colleagues and all Partners' staff and third parties	✓	
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
Experience of wildlife surveys and ecological monitoring projects	✓	
Experience of water vole surveying		✓
Experience working with volunteers, external partners and stakeholders		✓
Experience of report writing	✓	
Experience of working with conservation organisations in a partnership environment		✓
Experience of mink monitoring and control		✓
Experience of managing your own time and using your own initiative at work	✓	

Qualifications

	Essential	Desirable
Full UK driving licence	✓	
Degree in a related science or an environment-related discipline		✓



First aid certificate		✓
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