BTO
Inspired by birds,
informed by science

Research Support Officer
Research Support Team
British Trust for Ornithology

BRITISH TRUST FOR ORNITHOLOGY

'A WORLD INSPIRED BY BIRDS AND INFORMED BY SCIENCE'

BTO harnesses the skills and passion of birdwatchers to advance our understanding of ornithology and produce impartial science, communicated so that it can be of benefit to everyone.

OUR GOALS

BTO increases knowledge of birds and other wildlife, and their relationships with the environment and people, by:

- Enabling more people to learn about birds and science and grow through participation in environmental discovery.

- Delivering impartial, impactful and relevant science.

- Inspiring and empowering people with an understanding of birds and the importance of knowledge.

OUR PRIORITIES

We will reach our goals by:

- Providing more and better opportunities for people to contribute to our work.

- Monitoring the status of species, researching their ecology and understanding how they respond to change.

- Communicating great stories that bring to life the long-term data, information and knowledge that we hold.

OUR IMPACT

Our surveys, monitoring schemes and research programmes are designed by expert scientists to answer some of the most pressing questions affecting birds and their habitats. Because of our independence we are able to share our data, expertise and knowledge to inform decision-makers, educate the public and support conservation action. Our long-term datasets provide a measure of change and enable us to look for impacts and test solutions. Our vibrant volunteer network makes us highly effective and ensures that our work reflects the interests of those for whom birds and wildlife are important.

OUR FOUNDATIONS AND VALUES

The success of BTO is based on firm foundations that include: motivated and skilled staff and volunteers; a strong reputation; a robust business model and effective governance systems and processes.

We are:

- Inclusive and supportive

- Impartial

- Passionate

- Collaborative and open to new ideas

BTO is a Registered Charity Number 216652 (England & Wales), SC039193 (Scotland).

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RESEARCH SUPPORT OFFICER

ABOUT THE ROLE

The Research Support Team facilitates the acquisition and delivery of science research projects by supporting and administering tenders and contracts, and by providing a project management system which is used to manage all project-based science work, including work funded by grants and donations. With this appointment the team will consist of three Research Support Officers and a Research Support Administrator, managed by the Resource Manager, reporting to the Director of Finance and Services.

WHAT YOU WILL DELIVER

- Identify and co-ordinate responses to suitable advertised research funding opportunities, liaising with appropriate operational staff.

- Maximise the chances of success and of an appropriate financial return for proposals by providing templates, supporting documentation and guidance to proposal leads; checking the accuracy and completeness of costings; checking compliance with tender requirements; ensuring timely submission to funder.

- Ensure that appropriate contractual project documentation is completed and signed off, liaising with funders, staff and subcontractors as necessary.

- Claim monies receivable, and authorise monies payable, in accordance with contractual provisions.

- Facilitate the resourcing, management, QA and accounting of project delivery by using and contributing to the development of the project management systems.

- Promote and support the development of BTO governance, compliance and QA policies relevant to research contracts.

- Any other duties commensurate with the level and purpose of the role.

This is not an exhaustive list; the successful applicant will agree objectives with their line manager.

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WHAT YOU'LL BRING TO THE ROLE

- High level literacy and numeracy, with a keen eye for accuracy.

- Intermediate Microsoft Office and Microsoft Project skills. (Training will be provided if necessary.)

- Ability to organise a workload with competing priorities under pressure of fixed deadlines and with changes often at short notice.

- Good problem-solving skills and judgment as to when to escalate issues.

- Willingness both to share team workloads and to take ownership of individual tasks.

- Ability to work constructively and negotiate with BTO scientific staff tender leads, and with funders' contract letting staff.

- Ability to read and appraise formal contract documentation, which can be lengthy and written in legalese.

- Familiarity with common services contract terms and conditions, in particular those relating to intellectual property, liability and indemnity. (Training will be provided if necessary.)

- Familiarity with, and aptitude for, formal quality assurance and other governance standards and procedures.

FIND OUT MORE ABOUT THE ROLE

For an informal chat about the position please contact Virginia Cates (virginia.cates@bto.org).

SALARY AND BENEFITS

A salary of £24,834, rising to £27,594 over two years.

Annual leave entitlement on starting is 25 days plus bank holidays. The post holder will qualify for life assurance (four times salary) and be automatically enrolled in the BTO group personal pension scheme, benefiting from an 11% employer contribution. Other benefits include Employee Assistance Programme, discounts on BTO books, flexible working and social events. This is a full time (37 hours) permanent post that is **based in Thetford, Norfolk**.

MAKING AN APPLICATION

For further information and to apply visit our website: www.bto.org/vacancies

Closing date for receipt of applications is 1pm on Thursday 18th February 2021.

It is anticipated that interviews will be held remotely on Wednesday 3rd March 2021.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.

 disability confident COMMITTED

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.