



RRC Science and Technical Officer

Vacancy reference: 3030

Information

Job title:	RRC Science and Technical Officer – MICS Project
Vacancy reference:	3030
Job type:	Full time, 2 year Fixed term – renewable subject to funding
Hours of work:	37 hours per week, normally worked Monday to Friday
Salary details:	Starting at £32,656
Responsible to:	Marc Naura, RRC Science and Technical Manager
Start date:	As soon as possible
Closing date for applications:	12 May 2019
Interview Date:	22 May 2019

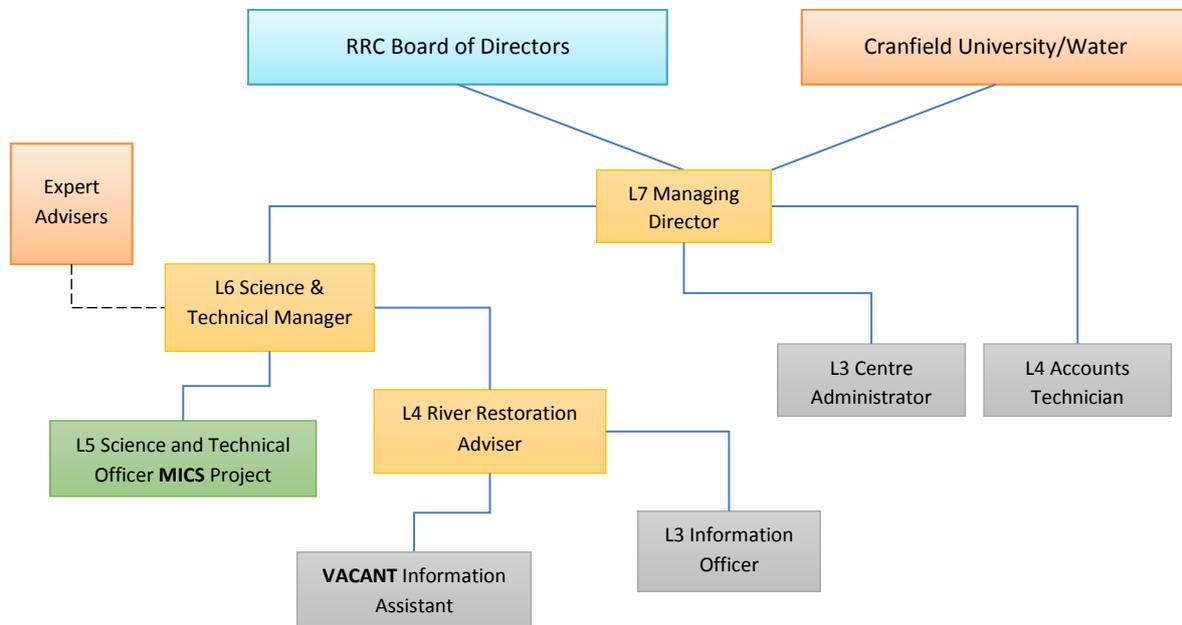
River Restoration Centre

The RRC is an external Limited Company: a not-for-profit information and advice centre, supporting all aspects of river restoration, habitat enhancement and best practice river management. RRC is based at Cranfield University within the Cranfield Water Science Institute. Your employment contract will be with Cranfield University under a long-standing service agreement, whilst your role is directly working for The River Restoration Centre Ltd.

The RRC independently funds its activities through UK environmental agency funded service level agreements and a variety of advisory work and dissemination activities.

For further information about the RRC please visit our website www.therrc.co.uk/about-us

RRC Organisation Structure



Line Management function

Job Details

Job Purpose

The role is a dual one of providing technical specialist advice and training as well as coordinating a specific project, for the first 2 years, the Horizon 2020 MICS project on ‘Developing metrics and instruments to evaluate citizen science impacts on the environment and society’.

As part of the MICS project, you will be responsible for the coordination of a series of river restoration and citizen science case studies across 4 European countries including the UK (Work Package 4). This will involve communicating, travelling and helping with the design and implementation of survey tools and techniques in the UK, Italy, Romania and Hungary. More information can be obtained from the MICS website.

You will project manage, respond to and deliver technical outputs to both office-based enquiries and site-based projects. High caliber technical advice will be given within set deadlines that will cover all aspects of river restoration planning, implementation and evaluation.

You will develop and deliver independent technical specialist advice and training events to a range of public, private and third sector agencies and organisations. This will ensure UK river restoration projects and programmes are planned, implemented and evaluated with a high degree of rigor and understanding by staff who demonstrate a high degree of competency.

The specialist advice, experience and knowledge demonstrated by you is central to the delivery of many of the activities for which RRC is known and respected. The reputation of RRC is heavily dependent on the professionalism of, and outputs generated by, this role.

Responsibilities

		% time
1	<p>MICS H2020 Project</p> <p>Organise and coordinate the workload of RRC for the MICS Citizen Science project.</p> <p>Undertake data collection, analysis and reporting of the effectiveness of citizen science programmes at the UK pilot site(s).</p> <p>Coordinate the analysis and reporting for the other three European based sites.</p> <p>Report on the project stages through the pilot site programme of planning, implementation, method application, assessment, evaluation and results.</p> <p>Participate to meetings and represent the RRC when required</p>	35%
2	<p>Technical enquiries and project work</p> <p>Answer technical enquiries and participate in project work as required. Provide technical advice, carry out field work and field visits, where required, analyse data and write practitioner orientated reports. Support and deliver science and research work won in collaboration with research and academic institutions.</p>	15%
3	<p>Training and guidance</p> <p>Organise and develop training and guidance events (training courses, workshops, site visits and seminars).</p> <p>Lead the implementation of a certification scheme for River Restoration.</p> <p>Agree and ensure delivery of each event's income and expenditure budget. Agree content and focus, develop course material, coordinate internal and external course speakers, and ensure feedback and outputs are analysed and disseminated internally <u>and</u> externally. Review and agree content, budget and fees with management team.</p>	20%

	Deliver content, relevant to the post holder's expertise, for RRC courses, university lectures and other training events.	
4	<p>Conference organization</p> <p>Help with the organisation and delivery of the RRC annual conference.</p> <p>Develop a proposal for organising an International River Restoration Science conference under the auspices of the European Centre for River Restoration and direct its implementation.</p>	15%
5	<p>Income generation</p> <p>Prepare and submit applied research project proposals, training and practical project proposals, working with the Science and Technical Manager to identify and prioritise opportunities. Link science and research to practical tools, outputs, training and practitioner guidance.</p>	10%
6	<p>Information dissemination</p> <p>Internally, report on RRC projects, training, workshops, etc. via social media and bulletin articles. Producing analysis and technical content for the RRC web pages.</p> <p>Produce articles for external newsletters, magazines and journals as well as other written materials such as book chapters as opportunities arise.</p>	5%

Planning and organising

You should have excellent project and time management skills, ensuring that milestones and deliverables are achieved to time and to a high quality. You will be expected to plan and execute a detailed work schedule and take responsibility for time and resource management. Performance of your own activities must be to agreed time and quality standards.

Some of the tasks will be time specific and require devoted time over a set period. The majority of activities however, require very good time management to schedule ongoing work in a manner where each is progressed without detriment to the other. A flexible approach to planning time on a weekly and monthly and quarterly basis is needed. Forward planning of 6-12 months will be crucial as the post involves a three year project with critical European Commission deadlines as well as planning and managing a series of workshops, training courses and site visits and contributing as part of the team to the RRC annual conference.

The role will also be reactive, providing responses to technical enquiries as they arise and building in new ad hoc project work requests.

Work will need to be clearly documented to develop and determine appropriate team or individual workflow and activity scheduling in order to meet targets and/or turnaround times and most effectively utilise their own and other staff resources available.

Lead assigned projects/small project teams usually of a short-term nature, or contribute to larger RRC projects as part of a project team, to support the achievement of project objectives.

Communicating and influencing

Good communication skills (both written and verbal) are essential for this role. As well as liaising with RRC staff on a daily basis, the post will require significant external interaction with the MICS project team of European research institutes and regional authorities. In addition, contact will be with UK environment agencies, consultancies and other NGO's. You will need to build good relationships with all these bodies to ensure they are aware of the work of RRC, the paid-for services that are available to them and to negotiate new income streams. The post holder will frequently be influencing other organisation's ideas through advice and reports.

You will need to be able to converse with a range of audience: unpacking science and technical reports and disseminating this information to laymen and experience managers/technical staff. Promotion, training and presentations will require competent assessment of the level of understanding of the audience.

You will need to tailor training courses to the needs of the industry as well as being proactive in setting out what will be needed in the next 12 months. You will be required to arrange venues, organise and sometimes facilitate events. You will be expected to develop the workshop themes and source contributors and delivery partners.

Problem solving

You will be helping with the design and implementation of methods for assessing the impact of Citizen Science on society, science and policy. You will have some understanding of social science methods such as interviews and questionnaires, and you will be able to deliver and supervise survey strategies, data collation and analysis. You will need to co-ordinate the delivery of surveys across 4 countries with a view to maintain consistency in the quality of delivery and outputs.

You will be expected to provide specialist advice and recommendations of a highly technical and broadly applied nature to instigate and/or support informed decision-making by others. Several competing water management functions and organisations will need to have their concerns addressed and objectives collated and assessed rapidly on a walk over visit such that a detailed report of possible solutions can be generated thereafter. Small projects will be tackled individually whilst larger projects may be supporting, or supported by, other experienced staff/advisers.

Responding to technical enquiries will require a significant amount of problem solving which will vary from query to query. You are expected to resolve most problems using your knowledge and experience, and source additional technical input from colleagues, your contacts and the RRC's external expert advisers. Technical enquiries may need bespoke solutions to be provided or involve a summary of the latest 'best practice' available. Advice must be timely, correct and complete and lead to valuable outcomes.

Typical challenges associated with this post will be:

- Testing social science methods on practical delivery NGO's and local volunteer groups;
- Fully engaging user/interest groups that will differ from project to project;
- Organising and managing an annual programme of events and delivering them on budget with internal and external colleagues, and reviewing/amending for the next year;
- Targeting information material at both wide non-technical and policy/strategy audiences;

- Identifying new ideas/income generating areas, following up external leads and drafting proposals;
- Make assessments, presenting results and putting forward recommendations through meetings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making.

Decision making

I) Decisions you will take without reference to others

As well as the actions mentioned above, you will be responsible for:

- Daily and weekly management, planning and prioritisation of own workload. Adapt as necessary by setting your own objectives, being aware of wider team priorities and constraints.
- Active participation in the implementation of health and safety procedures in the areas in which you work and projects that you manage.
- Identifying meeting and workshop/training dates, venues, programmes, internal/external speakers and locations.
- Drafting, setting deadlines and delivering reports as well as often managing the input of junior colleagues and peers in this process.
- Identifying, collating and communicating complex data.
- Outlining the draft themes and constructing the draft programme and content for the RRC scientific conference, to form the basis of team discussion and decision making.

II) Decisions you will refer to your manager/colleagues

- New work areas, structural changes and alterations to agreed budgets.
- Allocation of other staff time agreed with Science and Technical Manager.
- Financial decisions, key milestones, and reporting processes.
- Decisions that involve modifications to contracted deliverables.
- Signoff required for go ahead with training courses, site visits, seminars – budgets, fees, new courses, overall programme launch.
- Technical queries where these require detailed and complex decisions outside of the post holder's immediate expertise/experience.
- Placing of purchase orders and expenses that need the budget holders signature
- Training requirements and selection of events at which to represent RRC.

Guiding framework

The performance and development review scheme provides a set of objectives agreed with the line manager for the year ahead and expected SMART targets.

All staff are expected to conform to the requirements of the University Health and Safety regulations, finance regulations and other Cranfield policies and procedures, as well as those of RRC as a small company limited by guarantee. Systems and procedures for auditing and process management will be governed by RRC.

Much of the work will be governed by the key outcomes and methods of delivery outlined in the MICS grant agreement, MoA's with statutory funders and individual project agreements.

Impact

RRC's independent expert advice is highly regarded in the industry. The post holder will have the opportunity to influence at national and international level and input into practical and scientific projects and develop a certification scheme and implement parts of it that will increase RRC's and their standing in the river restoration community of practice.

You will participate to the development of the river restoration certification scheme that will have lasting impact on standards of practice.

You will influence short-term project, and long-term programme, planning, delivery and evaluation through their outputs and decisions. Sole or joint responsibility for outputs will depend on the workload and scale of work.

You will be in a position to influence and change perceptions/ways of working of UK statutory agency staff and specialist consultants/contractors, via presentations, training and technical advice, either solely or as part of the RRC team.

The RRC annual conference attracts 400 delegates from across the UK river management sector. The role is responsible for drafting the themes and constructing the programme from the c. 50 abstracts received, reviewing the feedback and planning follow-up into the RRC annual events programme (training, workshops and site visits). This gives significant joint responsibility for the success of £100k of annual events budget.

You will attend/set up external meetings to ensure that RRC is appropriately represented and promoted, reporting back to managers, the team and others via the wider RRC UK dissemination network. You will also be expected to generate new work from such meetings.

You will be expected to identify and make recommendations for improvements (e.g. in policies and procedures) to contribute to the continuous operational improvement of the business.

The majority of your day to day contact will be with RRC staff and external MICS project representatives.

RRC Facts and Figures

- Coordinate and deliver the MICS project and case study work. Budget totalling around £200K.
- Manage and deliver approx. 2 technical and scientific advisory projects each year. Budget totalling around £20K.
- Generate an agreed proportion of new income for the project and training events budgets (approx. £40K pa in the first two years).
- Liaise with 10-15 UK statutory agency area offices in terms of promotion, information collection and technical advice. The level and method of communication with any one office will vary from year to year depending on specific requirements.

- Resolve technical enquiries to centre with ~5 technical queries per week.
- Guided site visits for small groups and foreign delegations – approx.. 2 per year.
- Coordinate delivery of a programme of 5-10 technical training courses per year.
- Around 3 presentations per year given to national/local audiences (both scientific community and technical specialists in key agencies, etc.).
- 5 internal and external articles per year. Trade articles, editorials, book reviews, contribution to scientific papers, and other opportunities as identified

Other Information

The River Restoration Centre (RRC) sits within the University, but is a registered independent not-for-profit Limited Company, the only UK provider of dedicated river restoration expertise. RRC staff are employed by Cranfield University under a service agreement for the sole purpose of running the centre.

The position is initially for 2 years with additional years depending on funding.

The position will involve significant travel to locations across the UK and abroad.

Am I suited to this role?

Criteria	Essential	Desirable
Education / Qualifications	Educated to masters level in an appropriate technical or scientific subject, such as physical geography, geomorphology or similar.	Educated to PhD level in an appropriate technical or scientific subject, such as physical geography, geomorphology or similar.
Experience	<p>Extensive relevant work experience in a technical or scientific river management or restoration related position.</p> <p>Significant experience managing and delivering projects through on-site discussion and technical reports aimed at a range of audiences.</p> <p>Proven ability in organising and facilitation of workshops and training using expertise, initiative and judgement.</p>	<p>Experience of a range of projects where river restoration/habitat enhancement has been undertaken.</p> <p>Identifying and generating new income streams.</p> <p>Training course programme and content design and delivery</p> <p>Drawing and mapping packages and/or GIS</p>

	<p>Demonstrable working relationship with public, private and third-sector river management organisations.</p> <p>Demonstrable experience of working/responding independently and dealing with unforeseen problems and circumstances.</p>	
Knowledge	<p>Sound understanding of river processes, historic management and restoration principles and their application.</p> <p>Ability to work across physical and social science disciplines.</p> <p>Good understanding of UK and EU environmental policy issues.</p> <p>Understanding of how agencies, private sector and the third sector operate across river restoration and catchment management.</p>	<p>Experience using social science techniques including surveys, questionnaires, indices, structures and semi structured interviews and coding.</p> <p>Good understanding of citizen science methods and applications, effectiveness and benefits to society and science</p> <p>Understanding of UK and EU Nature Based Solutions approach to development and environment.</p> <p>Understanding of how agencies, private sector and the third sector operate in one other EU country.</p>
Skills / Aptitudes	<p>Excellent project and time management skills ensuring that milestones and deliverables are set and achieved to time and at high quality.</p> <p>Excellent oral and written communication and presentation skills including writing and editing skills.</p> <p>Ability to communicate complex information clearly to a range of audiences.</p> <p>Experienced user of Microsoft Office applications.</p> <p>Excellent proven analytical and research skills.</p> <p>Ability to plan and work under own initiative and with others.</p>	<p>Artistic/presentational ability to communicate through drawings, articles, presentations and other media.</p>

	<p>Excellent interpersonal skills, considerate in interactions with others and ability to provide expert advice in a courteous manner.</p>	
<p>Personal Qualities</p>	<p>Able to quickly integrate into a small team, whether leading or contributing. Initiative and flexibility in approach. Methodical with good attention to detail.</p> <p>Passionate about rivers, conservation, the environment and sharing & communicating knowledge and best practice.</p>	
<p>Other</p>	<p>Ability to travel to locations across the UK and abroad frequently</p>	