Dear Applicant

**Fisheries Biologist (Rock Lobster) (Tristan da Cunha) – Salary £25,000 - £30,000**

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed, together with a job description, person specification and other background information about the RSPB. If you have seen this vacancy advertised on our website, please refer to ‘Working for the RSPB’ which contains information about our benefits, and terms and conditions. This document can be downloaded if required.

If you require any further information about this post please contact Clare Stringer, Head of the RSPB’s UK Overseas Territories Unit, tel: 01767 693015, email clare.stringer@rspb.org.uk.

Please can you complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of short listing candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the RSPB and have a Child Safety and Welfare Policy that supports this. If the post you have applied for involves unsupervised access to children or vulnerable adults further checks will be carried out. We will also confirm your eligibility to work in the UK prior to appointment.

Completed forms should be returned to Peter Taylor, International Directorate, RSPB, The Lodge, Sandy, Bedfordshire, SG19 2DL. Please check the postage required on your application as incorrect postage may lead to your application being delayed and missing the closing date. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. Alternatively, you can email your application to peteraj.taylor@rspb.org.uk.

The closing date for receipt of completed application forms is **18 June 2014**. Interviews will be held **23 June 2014**.

If you are an external candidate, may we take this opportunity to thank you for your interest in employment with the RSPB. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted.

We look forward to receiving your application in due course.

Clare Stringer
Head of the UK Overseas Territories Unit
RSPB
This pack contains all the information you need to apply, including:

**Useful Information**
Details on our Diversity Policy statement, how we use CVs, shortlisting and employment checks and UK Identification requirements

**Applicant letter**
Details on how to apply plus closing date and interview date(s)

**Job description**
A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

**Person specification**
A list of criteria that potential candidates should aim to meet

**Department information**
Details of the department advertising the post

**Application Form**
- **PDF version**
  Please print out, complete and return to the address on the Applicant letter
- **Word version**
  Applicants are encouraged to complete electronically and return by e-mail

* This information will only be provided if it is relevant to this post

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the [Home Office UK Border Agency website](#).

This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.
Useful Information

Diversity Policy Statement
The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people’s differences will help us to appreciate and value everyone’s contribution, and recognise that we are all an integral and invaluable part of the Society.

Everyone has the right to be treated with consideration and respect. The Society is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The Society aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)
Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Shortlisting
The RSPB is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

As a charity, we lack the resources to advise all candidates if their application is unsuccessful. If you do not hear from us within four weeks of the closing date, we will have decided not to take your application any further. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

Employment Checks
All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Society and where required a Satisfactory Criminal Records Bureau Check.
Job Title: Fisheries Biologist (Rock Lobster)

Dept/Section/Region/Reserve: International, UK Overseas Territories

Location Of Job: Tristan da Cunha, South Atlantic Ocean

Post holder reports to: Head of UK Overseas Territories Unit

Reporting To Post holder: None

Overall Purpose Of The Job:
To implement the Darwin Plus project “Sustainable Management of the marine environment and resources of Tristan da Cunha” by continuing investigation of the inshore biology of Tristan lobsters (*Jasus tristani*), started in project Phase 1. This will involve diving and remote sampling, and will include the use of larval traps, tagging and plankton hauls.

Main Duties:
- To continue investigations of the inshore biology of Tristan lobsters (*Jasus tristani*), started in project Phase 1, as appropriate (assessment of numbers, habitat preferences, behaviour, diet, seasonal changes, fecundity, spawning, fate of settling pueruli larvae and survival and recruitment into the fishery).
- To set up longer-term monitoring of pueruli settlement as a fishery predictive management tool.
- To observe the commercial lobster fishery in deeper waters and to assist with the ongoing tagging programme.
- To produce project reports for the funder at required intervals.

Other Duties:
- Recording of physical parameters (temperature, salinity).
- Development of plans and protocols for minimising marine incidents and the risks of pollution and alien introductions from them, including the possible use of site designations.
- Progressing contingency plans for marine incidents.
- Assessing, and advising on, likely climate change impacts in the marine environment.
- Assessing the potential impacts of alien marine species on Tristan’s marine life and fisheries (including the South American silver porgy).
- Writing up of data into non-technical form for communication to the Tristan community, including to the school and tourism department as required.
- Photographic documentation of species, habitats, methods and impacts, both intertidal and subtidal.
- Reporting regularly to the Project Steering Group including the RSPB, Tristan Head of Department, Administrator and other stakeholders.

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply ‘sound value for money’ principles in undertaking purchasing or supply of goods and services.

In the RSPB volunteers are a major resource and make a vital contribution to the RSPB’s aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

Please note that Tristan da Cunha is extremely remote and has no air access (including for medical evacuation), and no decompression facilities.
# Person Specification

**Job Title:** Fisheries Biologist (Rock Lobster)

**Region /Dept:** International/UKOTs, based on Tristan da Cunha

How criteria will be tested: A = Application Form, T = Test, I = Interview, P = Personality test, O = Other

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>A</th>
<th>T</th>
<th>I</th>
<th>P</th>
<th>O</th>
<th>Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Post-graduate study or equivalent experience in fisheries management</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a. Dive instructor qualification</td>
</tr>
<tr>
<td>2. Diver with PADI Dive Master or equivalent</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>b. PhD or equivalent experience in marine ecology/fisheries</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Crustacean biology experience in warm/cold temperate waters</td>
</tr>
<tr>
<td>4. Extensive diving experience including cold water and drysuit use</td>
</tr>
<tr>
<td>5. Marine survey and monitoring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills/Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Good communicator (oral and written)</td>
</tr>
<tr>
<td>7. Data recording and processing</td>
</tr>
<tr>
<td>8. Able to construct simple equipment (puerulus traps, sampling equipment) from basic materials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Fisheries sampling methods</td>
</tr>
<tr>
<td>10. Fisheries/ Data analyses and statistical methodology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behaviours/Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Prepared to help newly-qualified island divers expand their experience.</td>
</tr>
<tr>
<td>13. Self-sufficient and adaptable.</td>
</tr>
<tr>
<td>14. Physically fit</td>
</tr>
<tr>
<td>15. Able to fit in with a small island community</td>
</tr>
</tbody>
</table>

The Royal Society for the Protection of Birds (RSPB) is a registered charity: England and Wales No. 207076 Scotland No. SC037654
APPLICATION FOR EMPLOYMENT
STRICTLY CONFIDENTIAL

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No. A0570514
Position applied for
Location
How did you first learn of this vacancy?

Identification details
(BLOCK CAPITALS PLEASE)
Surname
Forenames
Address

Email address

May we, with discretion, phone you at work? Yes ☐ No ☐
Home tel no
Business tel no

Do you hold a current, valid driving licence? Yes ☐ No ☐
If yes, what type? Full ☐ Provisional ☐
If yes, do you have any current endorsements? Yes ☐ No ☐
If yes, please give details of any current endorsements.

Qualifications relevant to this application (including technical and/or professional).
Please provide details (note that these may be verified on appointment)

Current membership of any professional or technical organisations.
Please provide details (note that these may be verified on appointment)

Employment history
Please give details of all jobs held, including part-time and unpaid work, starting with your current or most recent employer. Continue on a separate sheet if necessary.
<table>
<thead>
<tr>
<th>Employer's full name &amp; address</th>
<th>Job title/Key achievements &amp; areas of responsibility</th>
<th>Length of time in job/Reasons for leaving/Final salary in role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Relevant skills/knowledge/experience**
You should outline below how your skills/knowledge/experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.
Why are you interested in applying for this post?
Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

Are you eligible to work in the UK? Yes □ No □

For Internal applicants only: In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature ...........................................................................................................................................................................

Date ..................................................................................................................................................................................