



Job Description

Job Title	Manager, Somerset Environmental Records Centre (SERC)
Reports To	Directors, SWT (Sales) Ltd and line managed by SWT CEO who is also a Director of SWT Sales
Responsible for	Survey Manager, ITC & Data Manager, Project Officers
Job Purpose	The Manager is responsible for developing and leading a small team responsible for SERC's data collection, data management and data dissemination in Somerset. Will ensure its financial and operational management and security and the delivery of commercial generating income through Service Level Agreements and commercial contracts. Will also have an overview of the training scheme which is delivered within SERC.
Full-time Position	Monday to Friday 37.5 hours per week. Evening and weekend working will sometimes be required to fulfil the duties of the post.
Working Relationships	<u>Internal:</u> SERC Staff and Volunteers, SWT Sales Board <u>External:</u> SWT CEO & Strategic Management Team, Strategic Advisory Group, Partner organisation representatives, clients, national organisation officers (e.g. Natural England, Environment Agency), consultancies, specialist recording groups.

Key Tasks and Responsibilities

1. Strategic management

- Secures the financial sustainability of SERC primarily through negotiation and management of Service Level Agreement contracts with user organisations and development of commercial contracts.
- Establishes long-term strategic targets and qualitative goals for SERC
- Ensures that Records Centre policies are current and meet the requirements of data users, data providers and contributors. Ensures policies and procedures comply with national and international legislation and professional codes of practice.

2. Operational management

- Oversees the collection, management and dissemination of ecological and geological data in the County.
- Prepares and updates an annual management plan along with staff work programmes and development plans.
- Manages staff team in the setting of objectives, priorities and work programmes to ensure high quality, efficient and timely delivery of projects and services to users.
- Prepares the annual SERC budget for approval, and manages SERC income and expenditure against the agreed budget.
- Develops and manages SERC's project based work, including tendering and negotiation of contracts, project management, financial management, technical and scientific supervision, liaison with clients and sub-contractors and report writing.
- Ensures SERC staff and volunteers comply with SWT office procedures and SERC policy and procedures.

3. External relationships

- Establishes customer requirements, including researching and monitoring existing users' needs.

- Negotiates income generating work from both the public and private sectors and ensures quality of delivery to deadlines.
- Creates effective working relationships within the public, private and NGO sectors.
- Sets high customer care standards and ensures SERC staff comply with them.

Person Specification

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 2 years experience in the field of biodiversity data management and use • Extensive experience in managing staff, volunteers and budgets • Track record of working successfully with public, private and NGO organisations. • Track record of successfully negotiating contracts and agreements • A track record of achievement 	<ul style="list-style-type: none"> • Practical experience in ecological consultancy • Working in a social enterprise company or charity • Working in a commercial context
KNOWLEDGE	<ul style="list-style-type: none"> • Understands macro policy development and practice of national and regional environmental organisations • Broad knowledge of habitats and species in Somerset and GB • Working knowledge of NVC and Phase 1 surveys • Financial management • Working knowledge of Word and Excel 	<ul style="list-style-type: none"> • Full Membership of the Institute of Ecology and Environmental Management • Familiarity with a range of survey and monitoring methodologies • Knowledge of at least one taxonomic group • GIS and biological databases • Broad knowledge of the charity sector and how it works
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal and influencing skills, including the ability to communicate with experts, volunteers and senior managers • Entrepreneurial ability to identify, negotiate and close contracts • Team management, including the skills to ensure performance and timely project delivery • Strong written and oral communication skills • Clean driving licence 	<ul style="list-style-type: none"> • IT skills in data entry, manipulation and analysis, including GIS; word processing; spreadsheets. • Strong networking ability • Ability to implement a change management programme
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Vision and leadership • Judgement, in managing resources and people • The ability to solve complex problems effectively • An ability to manage a wide range of projects and issues concurrently • Strategic thinker • Must be a completer finisher • To be self motivating and able to work on own Initiative 	