

DIRECTORATE: Tyne & Wear Archives & Museums

DIVISION ERIC

POST TITLE ERIC North East Engagement Officer (A4435)

EVALUATION 453 Points **Grade:** N05

RESPONSIBLE TO ERIC North East Coordinator

RESPONSIBLE FOR N/A

JOB PURPOSE To improve the quality and quantity of species and habitat data through building relationships and sharing knowledge between ERIC and recording societies, agencies, corporate clients, academics, the public and other relevant bodies and organisations. Promote and raise awareness of biological recording in the North East.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Maintain and develop partnerships with ERIC and recording societies, agencies, corporate clients, academics, the public and other relevant bodies and organisations.
2. Ensure compliance of recorded information with appropriate legislation and data management principles and provide advice and guidance on environmental data and recording matters and procedures to internal and external stakeholders.
3. To assist in managing and monitoring projects across ERIC.
4. Represent ERIC at groups managing and developing projects and relevant subgroups to ensure ERIC keeps abreast of and raises awareness of local and regional environmental issues and priorities.
5. Record, monitor, evaluate and feedback on project outcomes using appropriate frameworks to the ERIC NE Board, team and other stakeholders. This will include production of case studies.
6. Lead on the development of communications such as generating content for ERIC North East website and Social Media.

7. Organise, promote and assist with the delivery of public events and activities on wildlife identification and recording in conjunction with regional experts.
8. Provide advice, guidance and support to Groups, Organisations and individuals as required.
9. To prepare and produce information, statistics, reports and presentations as required.
10. To undertake research as required.
11. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
12. Promoting and implementing the Council's Equal Opportunities Policies in all aspects of employment and service delivery.