



TERMS OF REFERENCE – SCIENCE MANAGER

Reporting to: Science Director

Introduction

Ya'axché staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. Staff must be non-judgmental and receptive in approach and reflect genuine concern for conservation, respect and commitment towards the individual, family and communities.

Purpose:

The **Science Manager** supports the strategic and effective implementation of Ya'axché's Science Program by coordinating biodiversity research, Inventory and monitoring activities; leading biodiversity data management, analysis and reporting; supervising science field and research staff; supporting project development and management; and strengthening the application of scientific evidence to conservation planning, protected area management, community engagement and organizational decision-making.

Manager Level: (Mid-Level)

Primary relationships

- Supervisor: Science Director
- Supervises: SCI Ranger Team Leader, Research Officers
- PAM/COL/SCI Teams
- Communication and Education Teams
- Visiting Researchers & Student Groups

Key areas of responsibility

- Science Program Support
- Biodiversity Research and Monitoring Oversight
- Ranger Fieldwork and Logistics Oversight
- Data Analysis & Reporting
- Project Management
- Science External Relationships Management

Main Duties and Responsibilities:

The Science Manager is accountable for:

1. Continued support to the Science Director to ensure further development of the science program and mainstreaming of science across programs.
2. Work with the Science Director in planning, designing, and modifying monitoring methods where appropriate and inform the research officer(s) and ranger team.
3. Lead trainings for technical staff to strengthen internal data management, analysis, and reporting.

4. Develop ranger monitoring schedules and work with the research officer(s) for the field work implementation of the schedules.
5. Science Program and Resource Management (manage fuel, vehicle request, rations, and temporary labor requests for program work.)
6. Lead seasonal inventory of program equipment in communication with program staff.
7. Implement regular data validation for program data and support team with proper data management procedures
8. With support from Science Director, lead analysis of program biodiversity data.
9. Coordinate and prepare technical, scientific and project reports with agreed timelines and quality standards.
10. Support the Science Director in the updating of internal documents such as the BRIM Strategy and Sustainable Use Strategy.
11. Represent Ya'axché at national working groups and related events and workshops
12. Liaising with COL team to share results of research and monitoring activities to communities.
13. Contribute to the annual Science Program workplan and budget.
14. Manage science-relevant projects as needed.
15. Performing any other tasks from time to time that may be requested, highlighting skills and experience.

Outcomes and Performance Indicators to be achieved by the position:

Outcomes	Performance Indicators
<i>1. Research & Monitoring Support</i> Scientifically sound and effectively functioning research, inventory, and monitoring activities.	▪ Research, Inventory and Monitoring activities are scheduled each month according to the Biodiversity Research, Inventory, and Monitoring protocol ▪ At least 90% of planned activities are accomplished on time having considered logistical limitations beyond Ya'axché's control ▪ Ranger team has adequate fuel, rations, and access to vehicles to conduct field work ▪ In collaboration with Science Director, at least 2 data management and reporting training sessions are held annually for research officers based on needs assessment

	▪ BRIM methods are updated as the need arises based on new developments in science and technology
<i>2. Data Management and Reporting</i> Data management duties including collection and collation of accurate and complete data for analysis and reporting in synergy with the National Biodiversity Monitoring Strategy to meet co-management compliance.	▪ High-quality data are collected by the ranger team, are validated, and are entered to appropriate databases ▪ All data collected are stored accurately and backed up with the assistance of the research and monitoring team ▪ All biodiversity data analyses are completed in time for annual report and project report requirements ▪ Farmscape and State of the Park Reports are produced annually in collaboration with Science Director ▪ At least 2 scientific presentations, publications, or posters submitted annually to national, regional and other international conferences, subject to relevant opportunities
<i>3. Project Management</i> Efficiently implement projects as outlined in the funding agreement. Ya'axché donors satisfied with the quality and professionalism of project management.	▪ 100% of project research activities are completed where feasible and modified where necessary ▪ Project reports are submitted in a timely manner ▪ Management plans incorporate Ya'axché's research and monitoring data for improved management effectiveness ▪ Research and monitoring activities and information are included in education and outreach content and events
<i>4. External Relationship and Outreach</i> Contribute to the organizations overall success by communicating with partners.	▪ Partner engagement and commitments are maintained according to agreed workplans/MOUs ▪ Ya'axché is represented at national working groups, workshops, and other relevant meetings

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- With COL, EDUC, and Communications Teams, science program activities/findings are regularly shared with communities and the general public
 - Ya'axché maintains a reputation as a reliable, science-based organization
 - At least 4 science findings shared annually through agreed communication/outreach channels
 - The Science Program contributes effectively to the implementation of education and awareness events
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Place(s) of work:

- Main Office: #3 Ogaldez Street, Punta Gorda, Toledo District, Belize
- Secondary locations: Golden Stream Field Station, Golden Stream Corridor Preserve, Toledo District, Belize; Maya Golden Landscape in southern Belize

Qualifications:

Essential:

- Minimum of a Bachelor's degree in conservation science, biology, natural resource management, applied ecology, or a related field with at least 5 years of applied field research and data analysis experience.
- 2 years of experience in conservation with a focus on terrestrial resources
- Passionate about wildlife conservation and community development
- Excellent technical writing
- Experience working on research projects
- Experience working with large datasets
- Experience conducting statistical analysis of datasets
- Ability to work independently and as part of a team
- Driver's license

Desired

- Project management experience
- Supervisory experience is an asset
- Familiarity with the culture and traditions in Toledo District is an asset
- Sensitivity to the needs of persons with low literacy and/or English as a Second Language (ESL) when creating written materials
- Ability to work with a wide variety of individuals (including a multicultural in-house team) by using tact, diplomacy and flexibility, resolve conflict effectively

- Ability to work under pressure, manage multiple tasks and allocate time effectively to meet internal and external deadlines
- Ability to think strategically, logically and to apply common sense, meticulous attention to detail, dependable and reliable, with a positive attitude
- Effective team player and committed to support and improve the overall work of Ya'axché