An tIonad Náisiúnta Sonraí Bithéagsúlachta
National Biodiversity Data Centre

Candidate Information Booklet

Invasive Species Programme Manager

The National Biodiversity Data Centre is committed to a policy of equal opportunity

Closing Date for Applications:

5pm on Friday the 27th of November 2026

(Late Applications will not be considered)

THE POSITION

Background

The National Biodiversity Data Centre is a state-sponsored centre, established to support biodiversity data and information needs to address the biodiversity crisis. It was established as a Company Limited by Guarantee in December 2022, following a decision of Government to secure the long-term future of the Centre. The primary role of the Centre is to contribute to build the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible to promote a better understanding and appreciation of biodiversity at the local level. The National Biodiversity Data Centre is a predominantly publicly funded entity, rather than a public sector body.

Since its establishment as a Company Limited by Guarantee, the National Biodiversity Data Centre has undergone a transformative phase with new and improve governance structures, has developed its five-year Strategic Plan, and has grown its staff complement. Consequently, it is now better equipped to make a real and lasting impact on what we know about the state of biodiversity in Ireland, and what evidence-based actions are best to address biodiversity loss. The National Biodiversity Data Centre was granted charity status by the Charities Regulator in November 2025.

About our work on invasive species

In addition to managing an extensive biodiversity infrastructure and mobilising biodiversity data, the National Biodiversity Data Centre manages a number of thematic work programmes to improve knowledge on aspects of biodiversity and to promote evidence-based actions.

One of the key work programmes is around invasive species. The Centre has built a large knowledge-base around invasive species in Ireland https://invasives.ie/ , it manages the National Invasive Species database, provides alerts for newly arrived species, and it provides supports to Government departments on the implementation and reporting of EU Invasive Species Regulations and other invasive species policy areas.

Within the Centre, the invasive species unit is in development. It currently has one Programme Manager and five project officers; but is expected to grow. The second Programme Manager will join the team to assist with delivery of an expanded work programme in coming years.

Main Duties and Responsibilities

The advertised Programme Manager role will help oversee the work programme of the Centre around invasives species. Duties may include but are not limited to:

- Overseeing delivery of an agreed work programme, including programme reporting and management of an annual budget.
- Managing a small team of Invasive Species Officers.
- Reviewing and editing information relating to invasive species such as species action plans, risk assessments, guidance material and publications.
- Overseeing communications and relevant awareness campaigns.
- Promotion of invasive species recording and fostering greater collaboration between relevant partners.
- Ensuring that all policies and procedures of the National Biodiversity Data Centre are proactively implemented and that a positive work culture is fostered and promoted within the team.
- Contributing to the general work of the National Biodiversity Data Centre as requested.

Essential Criteria for the role

Candidates must demonstrate in their cover letter and Curriculum Vitae that they meet all the essential criteria identified for the post. Each candidate must, on the latest date for receipt of completed application, have;

- a relevant post graduate qualification Level 9 in the National Framework of Qualifications in a subject relevant to biodiversity e.g. environmental science, ecology, earth/natural sciences, zoology, botany, natural resources management, or, have a minimum of five years' experience working in a relevant area,
- Proven track record in project management,
- Have a minimum of three years' experience of managing a team,
- Have demonstrated a strong commitment to the conservation of biodiversity,
- Have experience of networking and partner engagement,
- Have demonstrated an ability for strategy development and strategic thinking,
- Possess good research and report writing skills,
- Possess good organisational and project management skills,
- Have excellent motivational, communication and interpersonal skills.
- Have a full clean Irish, EU or UK driving licence.

- Have full rights to work in the Republic of Ireland.

Additional Desirable Criteria for the role

- Post graduate qualification relevant to ecology or biodiversity data analytics,
- Experience of working on invasives species.

The working environment of the National Biodiversity Data Centre is dynamic and evolving, requiring all staff to embrace and manage change and take on new responsibilities as needs arise. Consequently, the responsibilities outlined for each role should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the National Biodiversity Data Centre.

Reporting

The Invasive Species Programme Manager will report to the Chief Scientific Officer.

Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in Appendix 1.

CONDITIONS OF SERVICE

Tenure

The post is whole-time and offered as a 4-year contract.

Salary

The applicable salary scale for the post is as follows:

(Seven Increments + two *Long Service Increments)

€56,106 – €57,636 – €59,676 - €61,206 - €62,736 - €64,266 - €66,307 - €68,347[1] – *€70,387[2], with increments being awarded annually, subject to satisfactory performance in the role.

Long service increments may be payable after three years (LSI1) and six years (LSI2) satisfactory performance at the maximum of the scale.

Annual Leave

29 days per annum. Rising to 30 after 5 years' service.

Flexible and Remote Working

The place of work will be the National Biodiversity Data Centre Headquarters, Beechfield House, South-East Technological University, West Campus, Carriganore, Co. Waterford, X91 PE03.

The National Biodiversity Data Centre facilitates hybrid working arrangements for certain roles, which are subject to the needs of the business and negotiations with the suitable candidate It is expected that for the initial stages of employment the successful candidate would attend regularly at the Headquarters to become familiar with colleagues and the culture of the organisation.

Hours of Attendance

The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday with one hour for lunch.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. Overtime rates will not apply to additional hours worked outside of normal hours.

Retirement / Superannuation:

Then National Biodiversity Data Centre will provide a 5% pension contribution to the employee's Personal Retirement Savings Account (PRSA).

Probation

There shall be a period after appointment takes effect during which the appointed person shall hold their employment on probation. Such period shall be six months, but the Chief Executive Officer may, at his discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the Chief Executive Officer.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

Professional Development

Training and certification: NBDC actively supports professional development and will fund relevant training and appropriate certifications. This benefit is available immediately from the start of employment.

Application Process

Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by the National Biodiversity Data Centre. The shortlisting will be carried out on behalf of the National Biodiversity Data Centre by FRS Recruitment against criteria specified for the position and only on the basis of the information contained in the candidate's Cover Letter and CV.
- While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, FRS Recruitment may decide that a smaller number will be called to the next stage of the selection process. In this respect, FRS Recruitment provide for the employment of a shortlisting process to select a group who, based on an examination of the CV and Cover Letter, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.
- The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your Cover Letter and CV.
- An interview.

It is the intention to hold interviews during the week commencing Monday the 7th of December 2026 at the offices of the National Biodiversity Data Centre, Beechfield House, South-East Technological University, West Campus, Carriganore, Co. Waterford X91 PE03. Remote Interviews may be accommodated but only in exceptional and unavoidable cases. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.

The National Biodiversity Data Centre will not be responsible for any expense a candidate may incur in attending for interview.

References

It would be useful if you would begin to consider names of people who would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you; at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the interview

stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

How to Apply

To apply, please submit a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date. You must also submit a cover letter (no more than two pages), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. All applications must be submitted to Maria Weafer at FRS Recruitment at the following email address: MWeafer@frsrecruitment.com

Closing Date

Your CV and Cover Letter must be submitted by 5pm on Friday the 27th of November 2026.

Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: MWeafer@frsrecruitment.com

Candidates with Disabilities

The National Biodiversity Data Centre is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by the National Biodiversity Data Centre, or who do not, when requested, furnish such evidence as the National Biodiversity Data Centre requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

The National Biodiversity Data Centre will require the person to whom appointment is offered to take up the appointment within a period of not more than three months and if he/she fails to take up the appointment within such period or such longer period as the National Biodiversity Data Centre in its absolute discretion may determine, the National Biodiversity Data Centre shall not appoint her/him.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the

candidate's favour, any member of the staff of the National Biodiversity Data Centre or person nominated by the National Biodiversity Data Centre to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the National Biodiversity Data Centre.

Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email: MWeafer@frsrecruitment.com

General Information

Legal Compliance

The National Biodiversity Data Centre is committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts 1997, 2003 and 2014.

GDPR Compliance

The National Biodiversity Data Centre collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Use of Recording Devices

The use of recording equipment is prohibited during the application and interview process.

Candidate Obligations

Candidates must not knowingly provide false or misleading information. Candidates must not interfere or compromise the competition process in any way.

Request for Feedback

Feedback will be provided at the end of the selection process. Should further feedback be required this can be requested by emailing MWeafer@frsrecruitment.com

APPENDIX 1

Key Competencies for this position

The key competencies for the role are as follows;

Leadership	Actively contributes to the development of the strategies and policies of the Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues he/she considers important

Management& Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the organisation
	Looks critically at issues to see how things can be done better

	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects

Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across the organisation
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including policymakers, funders, the citizen scientist community and the public more generally

Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the organisation
	Has a breadth and depth of knowledge of organisational issues and is sensitive to wider policy and organisational priorities
	Is considered an expert by stakeholders in own field/area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role