JOB DESCRIPTION

Job Title:  Scientific Support Officer
Salary:  Starting at £26,000, rising to £27,500 after one year based on successful completion of probationary period and performance.
Working arrangements:  Full-time. Applications for part-time working will be considered. Primarily remote working with occasional requirement for office/site visits.
Responsible to:  Chief Executive
Office location:  Westbury, Wiltshire.
Deadline for applications:  5 January 2024, 16:00

Overview
The Ornamental Aquatic Trade Association (OATA) seeks a highly motivated individual able to work independently and proactively to provide scientific support to its Chief Executive and Scientific and Technical Adviser on a diverse portfolio of issues with often rapidly changing priorities.

Key Functions and Responsibilities
As Scientific Support Officer, you will be an integral part of a small team working closely with OATA’s Scientific and Technical Adviser and will undertake a wide variety of work, including to:

- Provide scientific support to the Scientific and Technical Adviser on matters related to fish-keeping, welfare, sustainability, biodiversity, biosecurity, invasive species, animal and plant health, conservation, relevant legislation and other matters affecting the ornamental aquatics industry.
- Support the Scientific and Technical Adviser in evaluating complex and extensive scientific, technical and legal information, and to assist in producing comprehensive literature reviews and summary briefings for specialist and non-specialist audiences and responses to external consultations.
- Analyse and manage complex data sets relating to matters of interest to the industry and to support input to the development of OATA policy.
- Identify knowledge gaps to aid in the production and updating of existing industry standards and guidance to promote good welfare, biosecurity and sustainability as appropriate,
- Act as an assessor on OATA’s City and Guilds accredited training programs (training will be provided) and assist the Scientific and Technical adviser on continual updating of the training materials and assessment.
- Respond to members’ enquiries relating to scientific and technical issues.
- As necessary, represent OATA at meetings, conferences and trade shows and deliver presentations as required, including some opportunities for international travel.
- Contribute towards effective and pro-active horizon scanning activities.
- Assist the OATA team on projects and activities as required.

Essential skills
- Degree in a relevant subject, such as biology, zoology, marine biology, fish and aquatics management, chemistry/biochemistry, animal management/science, conservation science etc.
- Demonstrable knowledge of fish biology, fish-keeping and fish husbandry (preferably relating to ornamental aquatics).
- Excellent written and verbal communication and presentation skills.

• Ability to present scientific and technical information to specialist and non-specialist audiences in a range of formats.
• Knowledge of data/statistical analysis and handling.
• Excellent time management skills and the ability to work independently and proactively with minimal or no supervision.
• Ability to adapt quickly to rapidly changing priorities and deal with a wide subject portfolio.
• Ability to deliver projects on time to strict deadlines.
• Good working knowledge of Microsoft Office programmes e.g. Outlook, Word, Excel, PowerPoint etc.
• Some experience of coding in R or similar.

Desirable skills
• Postgraduate qualification (e.g. Masters) in a relevant subject, such as biology, zoology, marine biology, fish and aquatics management, chemistry/biochemistry, animal management/science, conservation science etc.
• Previous experience of, or a good working knowledge of, the ornamental aquatics industry, pet industry, relevant trade associations, industry bodies and/or government.
• Working knowledge of issues and legislation relevant to the ornamental aquatic industry.
• Proficient in the use of R or other coding language for data manipulation and analysis.

Information for applicants
The Ornamental Aquatic Trade Association (OATA) represents more than 800 members from across the ornamental aquatic industry, from importers and wholesalers to suppliers and retailers. Its core mission is to protect and promote the ornamental aquatic industry, driving high welfare and biosecurity standards and sustainability in the trade, and promoting education and training to encourage and support responsible pet ownership.

The position is offered on a full-time basis although applications for part-time working will be considered. The successful applicant will be subject to a 6 month probationary period. Remote working is available. Some flexibility in when hours are worked will be considered although this is subject to occasional attendance at the OATA office (every 3-4 weeks approx.) and to attend meetings and other events nationally and internationally.

Leave allowance is 22 days a year plus Bank Holidays. You will not be required to work during the period between Boxing Day and New Year’s Day.

A company pension is available through the government’s NEST scheme.

It is anticipated that invitations for interview will be issued during the week beginning 8 January and interviews held during the week beginning 29 January.

To apply
To apply please send:
• Your CV (including references);
• A covering letter (1 page maximum); and
• A 1 page paper (A4, font Arial 11) identifying the key challenges for sustainable sourcing currently facing the ornamental aquatic industry and the risks and benefits of potential solutions (a reference list can be included on a separate page).

Applications should be submitted to Dominic Whitmee (Chief Executive) at info@ornamentalfish.org

Further information is available in the first instance from Dr Matthew Bond on 07908169353 or at matthew@ornamentalfish.org