

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	PROSPERITY, DEVELOPMENT FRONTLINE SERVICES
Division:	PROSPERITY AND DEVELOPMENT
Section:	PLANNING
Sub Section:	COUNTRYSIDE
Post Title:	BIODIVERSITY OFFICER
Vision Post Number:	POST018182
Grade:	8
Responsible to:	GARETH HENSON
Posts Reporting to this Post:	0
Team:	COUNTRYSIDE
DBS Required Level:	
Location:	HYBRID (HOMEWORKING/SARDIS HOUSE)
Date of Description:	FEBRUARY 2022

KEY OBJECTIVES

To support the Countryside and Wildlife Team in delivering biodiversity initiatives and providing ecological advice.

To deliver grant-funded biodiversity project work, including capital and revenue projects.

SPECIFIC RESPONSIBILITY

To provide specialist advice on biodiversity matters, for the planning process, and the Council's needs in general.



To carry out ecological surveys, to inform the planning process, and also to feed into biodiversity enhancement projects.

To digitise and edit data on a GIS system.

To assist in the review, implementation and monitoring of the Local Nature Plan and Biodiversity Duty Plan.

To assist in the coordination of the local Nature Partnerships as well as the organisation and secretariat.

To develop and deliver the Living Landscape project and other Council Biodiversity initiatives for the purpose of biodiversity conservation and enhancement, on behalf of the Council and in collaboration with outside bodies and organisations.

To facilitate and support the local Nature Partnerships and their members to undertake biodiversity projects (such as restoring degraded habitats and habitat creation) in line with the Nature Plans.

To promote an understanding of biodiversity with the general public and the Council's staff, through advice, awareness raising initiatives and training.

Supervision and liaison with contractors and clients ensuring biodiversity and legislative requirements are appropriately considered in any works.

To carry out research and promote good standards of practice on biodiversity related matters.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	<p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p> <p>Educated to Degree level</p> <p>Evidence of relevant ecological, biodiversity and nature conservation knowledge appropriate to delivery of RCT biodiversity priorities</p>	<p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> <p>Relevant Biology, ecology, geography or similar nature sciences.</p> <p>Experience of ecological survey/assessment and interpretation.</p> <p>Knowledge and expertise of UK habitats, and flora and fauna.</p> <p>Experience and understanding of practical nature conservation delivery</p>
EXPERIENCE	<p>Experience of working with community groups and volunteers.</p>	<p>Experience in voluntary conservation work or community engagement.</p> <p>ICT and GIS mapping experience.</p> <p>Experience of ecological report writing.</p> <p>Experience of working in a team.</p> <p>Experience of taking lead and delivering elements of project work and overseeing the delivery of grants.</p> <p>Experience in leading and delivering interpretation, walks and talks on aspects of ecology.</p>
COMPETENCIES	Tech. Specialist and Prof. Competency Framework	

Working in Partnerships and Teams	<p>Builds lasting, positive and constructive relationships with a variety of people.</p> <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues.</p>
Communicating Effectively	<p>Adapts their style of communication to suit their audience including 'translating' technical language.</p> <p>Cascades and shares information appropriately – on time and to the right people.</p> <p>Produces excellent and accessible written information.</p>
Being Accountable	<p>Demonstrates good knowledge and understanding of how their role fits in to the bigger Council picture.</p> <p>Takes a positive attitude towards delivering work.</p>
Focusing on Service Users	<p>Identifies and responds to all needs, not just those presented to them.</p> <p>Acts in order to understand the needs of internal customers and Service Users.</p>
Professional Expertise and Development	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional area.</p> <p>Is always up-to-date with new IT and technology, promotes use of IT to support their work.</p>
Achieving Results	<p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets.</p> <p>Creates effective action plans identifying the relevant stages required to complete a project.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel independently throughout the County Borough to meet with the requirements of the post.</p> <p>Ability to work unsociable hours and on weekends as and when required.</p> <p>Ability to work outside in all weathers to delivery practical projects.</p> <p>Ability to work in accordance with the Council's Agile Working Policy. Ability to travel throughout the County Borough to respond to Service needs.</p>