# Job Description

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| **Job Title:** Biodiversity Project Officer | **Group:** Environment, Housing & Regeneration |
| **Post Number:** EL S320299 | **Business Unit/Section:**  Communities and Neighbourhoods / Parks Service / Biodiversity |
| **Grade:** Scale 6 / SO1  **Evaluated:** Sep 2015 | **Responsible to:** Biodiversity Officer |

**Overall Purpose of Job:**

1. This is a 2 year contract post with the possibility of extension (funding dependent) to undertake a variety of projects with the Biodiversity Team, primarily focusing on Queen Mary’s Woodland.

**Main Duties and Responsibilities:**

1. To project manage the development of Queen Mary’s Woodland, undertaking various infrastructure improvements and habitat management enhancements, supporting S106 aims for the site
2. To draw up and implement a management and project plan for Queen Mary’s Woodland, as well as creating or revising management plans for other sites
3. To draw up and advertise contracts for works to Queen Marys’ Woodland, as well as other sites, and to employ and manage contractors undertaking works
4. To draw up and undertake the monitoring of species and habitats, including Phase 1, Condition Assessments (Common Standards) and NVC, as well as invertebrate and vertebrate surveys (UKBMS, BBS etc.) and manage the records derived for those surveys
5. To work closely with the Biodiversity Field Officer to organise, lead and supervise volunteers and promote voluntary opportunities in practical conservation events, including on Queen Mary’s Woodland.
6. To promote Queen Mary’s Woodland and nature conservation.
7. To assist the Biodiversity Officer in the assessment of the impact of planning applications on nature conservation, including mitigation and enhancement proposals.
8. To carry out all duties within the Council’s Equality and Diversity Policy and to promote these through the management of staff and service delivery.
9. To carry out any other duties within the scope of the post as required.

**Job Activities:**

(Please describe the job activities and how, when and where they are done e.g. types of decision/recommendations; type, content, degree of creativity; range of skills required)

1. To liaise and work closely with the Biodiversity Officer in managing Queen Mary’s Woodland and other sites of nature conservation importance within the borough.
2. To create a detailed long-term management plan for Queen Mary’s Woodland, including projected ongoing maintenance and enhancement costs.
3. To engage with contractors through the Council’s procurement system, evaluate quotes, appoint, manage and supervise works on site, including infrastructure improvements and habitat management works.
4. To carry out practical habitat management with power tools such as chainsaws, brushcutters, tractor, pesticides etc.
5. To organise various events, walks / talks etc. working with various groups, members of the public and schools to engage them in nature conservation and biodiversity, primarily for Queen Mary’s Woodland but also for other sites within the borough
6. To maintain current awareness of ecology, biodiversity and environmental issues and legislation and to inform the Council and public on such matters
7. To organise the training of self, volunteers and volunteer staff to be able to deliver nature conservation benefits
8. To monitor revenue spend, both from Council sources and outside funding, and to ensure services are kept within approved budgets in accordance with standing orders and financial regulations.
9. To attend and / or lead meetings, working parties etc. outside of normal working hours, including evenings and weekends.
10. To promote safety, and provide training to ensure safety of volunteers when leading volunteering opportunities and activities
11. To have a sound knowledge of relevant legislation and safety guidelines to include Health & Safety at Work Act, Habitats Regulations, Wildlife and Countryside Act etc.. To provide advice and support to volunteers and members of the public & groups concerning health and safety issues and legislation. Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
12. To be aware of and to promote the Council’s One Planet agenda and link projects to achieving its aims. To promote and use the section’s EMAS/Environmental Management Procedures in carrying out the role to deliver services
13. Ability to work daily on own initiative and find solutions to operational and site based challenges
14. To utilise good IT knowledge and the ability to work with common IT packages such as Word and Excel, Google Apps and the internet, as well as use of social media; Twitter and Facebook. Use of Recorder or equivalent LBRC package for survey data.
15. To answer enquiries from the public, councillors, statutory bodies and colleagues, taking appropriate and timely action to address concerns and provide information and advice as required

**Responsibility for Resources:**

1. To be responsible for a mobile phone, keys for reserves and tools for staff and volunteers
2. Post holder will have use of a council vehicle to undertake practical work

**Responsibility for supervision/management of people**

Please give details below:

1. Supervises volunteers and volunteer groups as well as supporting groups of volunteers to take on unassisted works
2. This role is strongly linked to Queen Mary’s Woodland but will involve borough wide conservation work

Please attach (wherever possible) and/or outline below the organisational structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by: Post holder:**

**Line Manager: David Warburton**

**Assessor: (if required)**

**Date: 14 October 2015**

**LONDON BOROUGH OF SUTTON**

**PERSON SPECIFICATION**

JOB TITLE: Biodiversity Project Officer

GROUPING: Environment, Housing & Regeneration JOB REF: EL S320299

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| **No.** | **Education and/or Experience** | **Priority**  **1 or 2** |
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| 1.  2. | Degree in Ecology / Zoology / Biology / Environmental Sciences (or equivalent)  Practical experience of habitat management and enhancement techniques on a variety of habitat types, especially woodlands | 2  1 |
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|  | **Knowledge** |  |
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| 3.  4.  5. | Understanding of the principles of ecology and the practice of nature conservation and ability & experience of creating management plans for a variety of different sites and habitat types  Specialist knowledge of at least one taxonomic group and good general identification skills; competence to undertake a variety of botanical surveys (Phase 1 & Condition Assessments essential, NVC desirable); ideally assessed as FISC level 3 or 4  Project management experience, ideally with a suitable qualification i.e. APMIC or equivalent | 1    1 (FISC 2)  2 |
|  | **Skills and Abilities** |  |
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| 6. | Professional qualifications in machinery usage (chainsaw CS30 & CS31 essential; tractor, strimmers  / brushcutters & pesticides ( PA1 + PA6) desirable) | 1 (PAs 2) |
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| 7. | Ability and experience of organising, leading and supervising volunteer tasks; dealing with Health and Safety legislation; Data Protection of volunteer details and promoting volunteer opportunities | 1 |
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| 8. | High levels of competence in office administration, including writing reports, dealing with budgets, assessing and updating Risk Assessments, database management of work and species records (Recorder or MapMate experience desirable); ICT literacy (MS Office, Google Apps - mail, Drive etc., website & social media design, content creation and usage desirable) | 1 |
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| 9. | Demonstrable experience in engaging members of the public, through: guided walks & talks, organising events, responding to written and telephone enquiries, running consultations, designing interpretation boards etc. | 1 |
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| 10 | Able to undertake lone working and flexible working on weekends & evenings as necessary to deliver the position; driving licence essential (trailer licence desirable) | 1 (Trailer2) |
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| 11. | Ability to promote and adhere to the Council’s Equalities and diversity policy | 1 |
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Date: 14 October 2015

Appointing Manager: David Warburton

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| Criteria marked Priority 1 are ones which applicant **must have** to be appointed.  Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria. |