**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Ecology Policy and Planning Officer | **Grade**:  P02 |
| **Section:**  Parks and Open Spaces | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Parks Service Manager | **Responsible for following staff:**  n/a |
| **Post Number/s:**  1 | **Last review date:**  03/05/22 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

**This post will have 2 main areas of focus:**

Taking a proactive role in formulating and implementing the Council’s work in ecology and biodiversity, through partnership with officers from other departments, national statutory and non-statutory bodies, elected members and the local community.

To ensure compliance with the Council’s statutory obligations with regard to planning applications and policy with regard to nature conservation.

**Specific Duties and Responsibilities**

As the Ecology and Planning Officer you will be responsible for the following tasks:

1. To ensure compliance with the Council’s statutory obligations on Planning applications, with regard to nature conservation and Biodiversity Net Gain
2. To formulate, recommend and implement the Boroughs approach to ecology and biodiversity policies and the Local Plan
3. To provide ecological and biodiversity advice and expertise in relation to Management plans and corporate projects
4. To provide expert ecological and biodiversity advice to members and officers
5. Prepare statistical analyses and reports on issues relating to contract service providers performance
6. To carry out site inspections and liaise with officers from other departments as appropriate in relation to ecology and biodiversity
7. To establish and maintain effective information and quality management systems to support the management of ecology and biodiversity
8. To advise and represent the Council on all matters relating to ecology and biodiversity meeting the provisions of all relevant legislation and to keep up-to-date with developments and trends in the nature conservation industry and undertake research to support continuous improvement
9. To be conversant with all aspects of current ecological and biodiversity management
10. To work with external groups to support volunteer activity in relation to ecology and biodiversity conservation
11. To attend Cabinet, Committees and Panels and other public meetings, and present reports, as and when necessary

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

**Additional Information**

**Team structure**

For the current structure please go to The Loop.

**Person Specification**

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| **Job Title:** Ecology Policy and Planning Officer | **Grade**: P02 |
| **Section:** Parks and Open Spaces | **Directorate:** Environment and Community Services |
| **Responsible to:** Parks Service Manager | **Responsible for: n/a** |
| **Post Number/s:** 1 | **Last Review Date:** 20/05/22 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of the planning system in relation to protected places, priority habitats and protected and priority species. | A, I |
| Knowledge of ecological principles such as the “mitigation hierarchy” and familiarly with BS42020 | A, I |
| Knowledge of the Environment Act and BNG principles | A, I |
| Reporting and analysing data | A, I |
| **Experience** | |
| Experience of nature conservation management and relevant policy and legislation. | A, I |
| Experience of successfully delivering a high standard of projects to multiple, competing deadlines | A,I |
| Proven significant experience of work in an ecological / biodiversity managerial setting | A, I |
| Experience of working with customers and stakeholders to improve service outcomes | A, I |
| Experience of dealing with a wide range of groups from residents to central government offices | A, I |
| **Skills** | |
| Problem solving | A, I |
| Managing a busy workload and knowing what to prioritise | A, I |
| Customer service | A, I |
| **Qualifications** | |
| Relevant ecological qualification | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**