

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Ecology Policy and Planning Manager (Wandsworth)	Grade: PO3
Section: Arts, Parks and Events	Directorate: Environment and Community Services
Responsible to following manager: Parks Operations Manager (Wandsworth)	Responsible for following staff: Biodiversity Planning Officer x 2
Post Number/s: TBC	Last review date: April 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 3 main areas of focus:

This role manages the Ecology Policy and Planning team in line with Council policies. It is based within the Arts, Parks, and Events Service.

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 Policy and Planning Manager, you will be responsible for the following tasks:

1. To manage the Ecology Policy and Planning team in line with relevant Council policies.
2. To ensure compliance with the Council's statutory obligations on planning applications, with regard to nature conservation and Biodiversity Net Gain
3. To decide on, formulate and implement the Borough's approach to ecology and biodiversity policies and the Local Plan
4. To lead on ecology in the Council's commitment to the climate emergency and in accordance with the Wandsworth Environment and Sustainability Strategy
5. 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
6. To manage and monitor revenue and capital budgets related to the Ecology Policy and Planning team
7. To actively search for external funding from relevant sources to supplement service delivery within the Parks Service in the delivery of ecological aims and objectives
8. Manage the recruitment of all staff related to the Ecology Policy and Planning team and oversee their effective induction
9. To provide ecological and biodiversity advice and expertise in relation to management plans and corporate projects
10. To represent the Ecology Policy and Planning team by attending committees, panels and other public meetings, and present reports, as and when necessary
11. To provide expert ecological and biodiversity advice to councillors and officers

12. To prepare contract documents, manage tendering processes and the evaluation of tenders for all biodiversity related contracts.
13. To monitor and liaise with council contractors managing Council nature conservation sites
14. To support the Parks Operations Manager in the management and strategic development of biodiversity within parks operational services
15. Prepare statistical analyses and reports on issues relating to contract service providers performance
16. To carry out site inspections and liaise with officers from other departments as appropriate in relation to ecology and biodiversity
17. To establish and maintain effective information and quality management systems to support the management of ecology and biodiversity
18. To be conversant with all aspects of current ecological and biodiversity management
19. To work with external groups to support volunteer activity in relation to ecology and biodiversity conservation

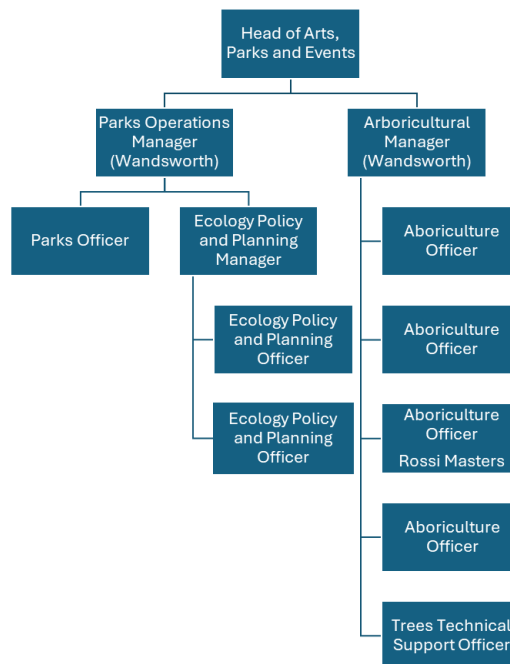
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 Richmond and Wandsworth 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 roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



Person Specification

Job Title: Senior Ecology Policy and Planning Manager	Grade: PO3
Section: Arts, Parks and Events	Directorate: Environment and Community Services
Responsible to: Parks Operations Manager (Wandsworth)	Responsible for: Biodiversity Planning Officer x 2
Post Number/s: TBC	Last Review Date April 2025

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

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 Biodiversity Net Gain 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, C

A – Application form / CV

I – Interview

T – Test

C - Certificate