

**Job Description**

<b>Department:</b>	Place and Economy
<b>Division/Section:</b>	Sustainable Growth Strategy
<b>Job Title:</b>	Senior Wildlife Officer
<b>Post No:</b>	003122
<b>Grade:</b>	10
<b>Reports to:</b>	Natural & Historic Environment Manager
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     A[Natural &amp; Historic Environment Manager] --&gt; B[Senior Wildlife Officer]         </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <b>X</b>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <b>X</b>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	n/a
<b>Job Purpose:</b>	Deliver high quality services in line with national quality standards and best practice, statutory obligations and organisational objectives through; <ul style="list-style-type: none"> <li>• Provision of professional advice on all aspects of nature conservation policies, monitoring and related practical works, to ensure the effective proactive conservation of the natural environment of Peterborough.</li> <li>• Advise, support and encourage community participation in the management and promotion of local natural environmental issues. Work with landowners to secure permanent improvements for wildlife habitats.</li> </ul>

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### Main Duties and Responsibilities:

1. To effectively engage with colleagues, residents, developers and partners to provide specialist professional services in respect to ecology and biodiversity, ensuring that recommendations, advice and actions comply with the Council's policies and legal and statutory requirements.
2. To contribute to the development of policy ensuring that the City Council's statutory duties relating to natural environment/ecology remain up-to-date and that best practice is adhered to.
3. To integrate and support the delivery of Biodiversity net gain (BNG) under the Town and Country Planning Act as mandated in the Environment Act 2021. Making certain that applications are suitably assessed and that existing habitats are protected and ensuring that lost or degraded habitats are compensated for by enhancing or creating habitats that are of greater value to wildlife and people. Where compensatory habitat is created carry out monitoring and provide regular reports on progress. Sharing compliance data nationally and across Cambridgeshire.
4. To keep under review the environmental characteristics of the area for the purposes of annual monitoring reporting, including Single date list (SDL) 160 and bring forward practical plans and schemes for ecological enhancement.
5. To carry out ecological assessment and provide a specialist advice service to the Council, the community and developers in respect of ecology and natural environment issues.
6. To act as the Council's expert witness at Planning Appeals and Inquires concerning ecology.
7. To represent the City Council on the Cambridgeshire and Peterborough Biodiversity Partnership Steering Group, Biological Records Centre steering group and any other sub-groups as relevant and necessary, including the chairing such groups as relevant and necessary.
8. To review new regulations, legislation and best practice and make recommendations on the need for the Council to update policies or procedures and seek out opportunities to promote positive environmental conservation within Peterborough through the development proposals.
9. To lead the delivery and integration of the objectives and actions set out in Peterborough City Council's Biodiversity Strategy into the City Council's activities as a landowner and manager. This to include updating the Strategy as required and annual reporting on achievements.
10. To work with Natural England and other relevant local and national organisations and share knowledge and develop best practice to ensure individual, team and relevant service objectives and targets are delivered.
11. To advise and assist with the negotiation and implementation of contracts through which partnerships of the City Council, landowners, local people and wildlife organisations can create, enhance and manage sites of local wildlife interest.
12. To liaise with and support partner organisations with their wildlife projects where appropriate to maintain a high profile for ecological issues in the City Council area.
13. To prepare marketing and educational material aimed at increasing the interest, understanding and good ecological management of the city's natural environment assets.
14. To participate in the regular review of service provision in line with national best practice and quality standards, including where required, participation in cross function teams, and implement any

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<p>required improvements effectively to ensure the on going efficient delivery of services.</p> <p>15. To assist the council in fulfilling any contract to provide a service to any other council or partner, by undertaking duties and responsibilities appropriate to this post.</p>	
<p><b>Generic Responsibilities:</b></p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p><b>Flexibility Clause:</b></p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p><b>Variation Clause:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:**14.06.22

**COMPLETED BY:** Darren Sharpe

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**Person Specification**

**JOB TITLE:** Senior Wildlife Officer      **POST NO:** 003122  
**GRADE:**      **DEPARTMENT:** Place and Economy  
**HOURS** 37  
**DIVISION:** Sustainable Growth Strategy      **DIRECTOR:** Adrian Chapman  
**DATE:** May 2022      **COMPLETED BY:** Darren Sharpe

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Sound understanding of the application of European and domestic law in relation to the protection of wildlife, and associated statutory obligations</li> <li>● Thorough up to date knowledge of all appropriate legislation in respect of the planning/development process</li> <li>● Good understanding of customer care</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>● Numerate and have good communication skills, both written and oral.</li> <li>● Ability to reconcile divergent views regarding various ecological issues.</li> <li>● Demonstrate an appreciation of the wider issues relating to the natural environment and countryside issues.</li> <li>● Read and interpret complex technical/ ecological information and landscape/Ordnance Survey plans</li> <li>● Produce specifications and management plans for sites with nature conservation interest.</li> <li>● Initiative, tact and the ability to work as part of a team.</li> <li>● Enthusiasm and organisation skills to initiate and sustain the involvement of the public, private and voluntary sectors to jointly achieve quality results on the ground.</li> <li>● Initiative and presentational skills to identify and promote wildlife issues in the local media.</li> <li>● IT literate with experience of using word processing, spreadsheet and database packages as well as the internet.</li> <li>● Awareness of politically sensitive issues</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of preparing and/or implement management plans for sites in the nature conservation interest.</li> <li>● Understand budgetary process and external funding mechanisms</li> </ul>

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<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial professional experience involving the effective conservation of the natural environment</li> <li>• Robust knowledge of current survey methods for habitats and protected species, and experience of preparing ecological impact assessments.</li> <li>• Consulting with the public, residents/pressure groups</li> <li>• Working with and co-ordinating voluntary groups and involving the wider community in environmental management.</li> </ul>	A minimum of 3 years professional experience involving the effective conservation of the natural environment. Professional experience gained within the context of the planning/development process
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent in Ecology or related discipline.</li> <li>• A minimum of 3 years professional experience involving the effective conservation of the natural environment.</li> <li>• Professional experience gained within the context of the planning/development process</li> </ul>	Eligible or working towards membership of a professional body.
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• A current driving licence.</li> <li>• Vehicle available for use in work time.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(A) Application / Interview, (P) Presentation, (W) Written Test.]*

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