

GENERIC ROLE PROFILE

Job Title: Biodiversity Officer

PROFESSIONAL / TECHNICAL JOB FAMILY: PTB

This generic role profile is the contractual element to which your post has been assigned and sets out the indicative range of responsibilities that may be expected of you at this job family level.

To provide specialist, technical and professional knowledge and expertise to help in the delivery of a high-quality customer service ensuring the council meets its relevant obligations in accordance with relevant legislation, codes of practice and other regulatory requirements.

INDICATIVE WORK ACTIVITIES

1. Provide specialist advice and support both internally and externally whilst using good judgement, analytical /creative skills to avoid risk, make decisions and resolve issues and problems without always ready access to a manager.
2. Provide relevant technical direction, support and training to colleagues (and guide the decisions they make).
3. Contribute to and deliver the review and updating of relevant service specific policies and procedures.
4. Represent and protect the reputation of the council both internally and externally as part of your work and advise on the formulation of associated strategy and framework.
5. To advise, guide and where appropriate negotiate on relevant service, strategic or policy issues within the postholder's relevant professional/technical discipline.
6. Fulfil the work schedule and key performance targets set for your role and team, including the management and delivery of a related caseload of work.
7. Make a significant contribution to specific project work, including the associated fundraising, budget, oversight, procurement and purchasing.
8. Where necessary lead a team of people to deliver a project (or discreet part of a service), including, where appropriate, the management and procurement of physical and financial resources and plan the capacity, ability and work schedules, accordingly.
9. Demonstrate strong customer focus when developing both internal and external partnerships relevant to your work, building strong links with other similar professionals to ensure a corporate approach is achieved and continue this standard throughout any subsequent management of contracts.

10. Take an entrepreneurial approach to your thinking, enabling you and your team to recognise opportunities for doing things more efficiently, and then assist with the embedding process and performance improvements.
11. Research, report and analyse performance management information to make useful recommendations for process and performance improvements and advice management in their decision-making.
12. Retain relevant professional membership or licence, work to its codes and participate in learning that will help you perform your role successfully and the wider team meet the standards expected.

TASK SPECIFICS

The 'task specifics' is the non contractual element that your post has been assigned to and is a more detailed description of day to day activity which will be reviewed in line with PDR objectives and can change when priorities change.

JE Reference	PI4133
Purpose	
To act as the Council's biodiversity specialist to provide advice and support to the Council in meeting its obligations under the Environment Act, including biodiversity net gain and the enhanced biodiversity duty, and more broadly to support the Council's response to address it's declared Biodiversity Emergency.	
Service to Customers	
<ol style="list-style-type: none"> 1. Provide specialist, technical and professional knowledge and expertise in all matters of biodiversity. To include relevant legislation, habitat management, and biodiversity assessment. 2. Provide advice on the formulation of a Biodiversity Strategy and Biodiversity Action Plan and help in the drafting of both documents, including necessary consultation. 3. Oversee and support the delivery of the Biodiversity Action Plan, assisting, advising and supporting service leads to deliver their allocated actions as well as directly delivering own actions. 4. Work with operational managers and supervisors to support them in ensuring that the Council manages its land to support biodiversity. 5. Carry out site visits and assessments. 6. Establish effective working relationships with relevant community groups and provide encouragement and support to assist these groups in promoting and enhancing biodiversity. 7. Support the Development Management Service in assessing developers' Biodiversity Net Gain (BNG) proposals, including engagement of specialist advice where required. 8. Investigate the potential for the Council to offer BNG units for off site BNG. 	

Business Improvement/planning responsibility		
To support the sustainability team leader in the development of a Biodiversity Strategy and planning the delivery of the associated action plan.		
Colleagues, Self and Partners & Nature of Contacts (Internal/External)		
Contact	Frequency	Nature of contact
CLT/CMT	Frequently	Be an advocate for Biodiversity Provide support and guidance
Officers	Frequently	Be an advocate for Biodiversity Provide support and guidance
Elected Members	Frequently	Be an advocate for Biodiversity Provide advice, support and guidance
Shared Services	Occasionally	Liaison on biodiversity matters
Other Councils	Occasionally	Liaison on biodiversity matters, partnership working and peer support
Key Stakeholders inc. Community Organisations	Occasionally	Be an advocate for Biodiversity Provide advice, support and guidance
Public	Occasionally	Be an advocate for Biodiversity Provide advice, support and guidance
Managing Resources (people, equipment, buildings)		
N/A		
Procedural Context		
To have expert knowledge of and operate within the requirements of: <ol style="list-style-type: none"> 1. Environment Act 2021 2. Worcester City Council Environmental Sustainability Strategy 3. Worcester City Council Constitution 4. Worcester City Council Business Plan and City Plan 		
Key Facts and Figures		
N/A		
Knowledge and Skills		
<ol style="list-style-type: none"> 1. Educated to degree level (or equivalent) or have appropriate work experience. 2. Understanding of protected species, habitats and designated sites. 3. Experience of ecological survey and monitoring. 4. Ability to present complex and technical information to engage with stakeholders. 5. Experience of influencing internal and external stakeholders. 6. Experience of working as part of a team. 7. Good time management and personal organisation skills. 		

8. Delivering objectives within set deadlines.
9. Excellent written and verbal communication skills with the ability to adapt communication style as necessary to suit differing audiences.
10. To have the ability to work on your own initiative.
11. Computer literate with a good working knowledge of the Microsoft Office suite inc. Word, Excel, Outlook, SharePoint, and Teams.
12. Confident in liaising with stakeholders and senior colleagues.
13. Confident in operating on site in natural environments.

Behaviours

1. Work to the Councils values
2. Aware of the Councils safeguarding policy and how to report any concerns
3. Aware of the Councils Health and Safety policy and committed to safe working practices

