

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Assistant Biodiversity Officer	Location:	Cirencester based
Job group:	Specialist - Level I	Peer group no:	PG-C18
Reports to:	Heritage and Design Manager	Working hours:	37 per week
Business World Post number:	New Post	Line management responsibility:	No
		Direct Reports:	N/A
FTE Salary pro rata:	£24,310 - £25,534	Contract type:	Fixed term contract - other
		Further detail:	24 months
Main purpose of this specific role:	<ul style="list-style-type: none"> To work with developers, planning agents, ecological consultants, other customers and partners to protect and enhance biodiversity in new developments and elsewhere To provide advice on biodiversity in relation to straightforward Development Management issues on behalf of Cotswold District Council To co-ordinate the implementation of the Cotswold Water Park Nature Recovery Plan, in partnership with all relevant stakeholders including the Cotswold Lakes Trust, Natural England, community organisations and land-owners. The work will be wide-ranging and challenging, but as a supporting role you will be provided with mentoring and support to enable you to gain experience and develop your skills. Assist in increasing understanding and enjoyment of biodiversity by the general public Assist with the provision of advice to colleagues, Councillors and the general public on straight forward biodiversity matters. Provide biodiversity advice at all stages in the planning process - general pre-application enquiries; full planning and other related applications and condition compliance. 		

	<ul style="list-style-type: none"> • Encourage high standards of biodiversity design in new development, including the protection and management of existing biodiversity, the creation of new habitats and the delivery of biodiversity net gain. • Assist in supporting enforcement and prosecution work with regard to any illegal or unauthorised work that affects biodiversity. • Work with all relevant partners and stakeholders to co-ordinate the implementation of the Cotswold Water Park Nature Recovery Plan. • Keep abreast of technical information, ideas and legislation in relation to biodiversity and natural capital.
<p>Essential qualifications/skills/experience specific to this role:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Postgraduate qualification or equivalent in relevant subject <p>Experience</p> <ul style="list-style-type: none"> • Knowledge and understanding of biodiversity conservation and planning, including legislation, designated sites, protected species and biodiversity survey and assessment • Experience in a similar or related role • Experience of working with the public and a wide range of partners and stakeholders <p>Skills</p> <ul style="list-style-type: none"> • Enthusiasm for and an interest in biodiversity conservation and planning • Effective communication skills with a wide range of customers and others (excellent verbal and written skills) • Customer focussed, responsive, and co-operative with customers • Proactive/self-motivated/positive attitude • Able to prioritise and meet tight deadlines • Flexible and able to respond positively to change • Able to work together with employees, colleagues and customers to resolve problems and implement change initiatives • Good level of IT skills - MS Office • Ability to maintain confidentiality in accordance with Data Protection Act
	<p>Generic Job Profile:</p>

<p>Main Purpose:</p>	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> ● Provide technical advice and direction to internal and external customers ● Apply detailed technical knowledge within an area of expertise and manage sensitive, detailed case or project based work ● Meet needs and react to operational demand within prescribed guidelines
<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions 2. Input into projects and work with other technical experts 3. Attend meetings and interactions as needed 4. Analyse problems to determine the best solution 5. Engage and interact with customers to meet their needs 6. Work within relevant legislation, prescribed policy, procedures and guidelines 7. Escalate to senior technical colleagues when necessary 8. Carry out duties with discretion, integrity and maintain confidentiality 9. Ensure all relevant customer and company information is captured and recorded accurately 10. Contribute to delivering the key performance indicators within the role 11. Undertake any other duties as reasonably required to do so
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> ● The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment ● Work in compliance with the Codes of Conduct, Regulations and policies of Publica ● To support the response to a major incident, including taking up a designated role within the emergency management framework
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> ● Postgraduate qualification or equivalent in relevant subject <p>Experience</p> <ul style="list-style-type: none"> ● Knowledge and understanding of biodiversity conservation and planning, including legislation, designated sites, protected species and biodiversity survey and assessment ● Experience in a similar or related role ● Experience of working with the public and a wide range of partners and stakeholders <p>Skills</p> <ul style="list-style-type: none"> ● Enthusiasm for and an interest in biodiversity conservation and planning ● Effective communication skills with a wide range of customers and others (excellent verbal and written skills)

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Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Eligibility for graduate/associate membership of Chartered Institute of Ecology and Environmental Management (CIEEM) • Knowledge and understanding of biodiversity strategies, habitat creation and management • Experience of planning legislation and policies • Experience of carrying out biodiversity survey work • Experience of working in Local Government • Knowledge of the Uniform IT system (IDOX)
Special Conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business • You will be expected to work reasonable additional hours in line with the needs of the service • You will need the use of a car for work purposes.
Date reviewed:	21/12/2022
Reviewed by:	Sophia Price
Manager job title:	Heritage and Design Manager
Date of issue:	Click here to enter a date.