

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Ecologist	JEID	J0024
Salary Grade:	Grade J		
Team:	Ecology, Historic Environment and Landscape		
Division / Service:	Planning Delivery		
Directorate:	Communities		
Primary Location:	Warwick (initially working from home)		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader: Landscape, Ecology and Historic Environment		
Responsible for:	n/a		

Role Purpose

The purpose of the position is to deliver high quality professional ecological advice in the areas of urban and rural planning, officer, consultant and public enquiries both internally within WCC and externally. This advice will incorporate information held within the Warwickshire Biological Record Centre, which is the Ecology, Historic Environment and Landscape team responsibility to manage. There is also the requirement for wider promotion of Warwickshire's natural heritage through outreach activities to a wide range of audiences.

Job Description

Role Responsibilities

Main Duties

Working within an agreed policy framework, the principal functions of the post will be:

Development Control

1. Handling all routine development control work consulting the Team Leader in complex or controversial cases.
2. Where appropriate monitoring planning applications and other land use proposals, holding discussions with developers and agents prior to and following submission of applications.
3. Assessing the ecological impact of proposals and devising responses, assessing proposals from the ecological consultants of developers and monitoring complex and controversial cases.
4. Assessing consultants work carried out resulting from the planning process, reviewing and commenting on reports.
5. Assessing the ecological impact of developments and schemes proposed by utilities, the Environment Agency, the Forestry Authority and similar organisations and responding appropriately.
6. Assembling information for and producing written representations or proofs of evidence. Appearing as an expert witness to give evidence at Public Inquiries.

Forward Planning

1. Assisting with formulating, advising on and monitoring Structure and Local Plan policies and all other policy documents. This includes the assessment of plan policies and may involve appearance at Structure or Local Plan Inquiries.
2. Consultation and liaison with DEFRA, the Countryside Commission, non-governmental organisations and other relevant bodies over positive initiatives to enhance nature conservation sites and landscapes.

Projects

1. Lead on project work, such as ecological habitat and species survey to include quotes, tender submission, programming work, production of reports, attending meetings and invoicing as required.
2. Co-ordinating projects with other ecological officers and disciplines as required

General Information Provision

1. Contributing to 'ecological assessments', from full environmental statements to minor reports and assessments. This will include, field work (Phase 1, NVC etc.), report production, and possible appearance at public inquiry.
2. Co-ordinate all responses to consultations requesting specialist ecological advice (e.g., habitat management) using information held in the Warwickshire Biological Records Centre and carrying out field surveys where necessary. This will include dealing with the general public as well as students, researchers and commercial enquiries.

Job Description

Warwickshire Biological Records Centre

1. Assisting in the management of the Warwickshire Biological Records Centre (sites). Including the maintenance and enhancement of the Record, and validation and input of records

Liaison and Co-ordination

2. **Co-ordination** of work with that of colleagues in the museum/department giving advice in other subject areas where appropriate.
3. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Natural England, Environment Agency and Warwickshire Wildlife Trust as appropriate.
4. Acting as the secretariat / organising the activities of the local authority group of ecologists and environmental managers.

Other Duties

1. Supervising staff, students and volunteers.
2. Maintaining records of ecological consultation responses and generating relevant statistics.
3. Monitoring and reviewing the service provided and its outcomes and effectiveness, implementing improvements in consultation with partners.
4. Preparation of material for information and publicity leaflets, briefing packs, organisation of and participation in training or briefing sessions.
5. Assisting with the relevant Team Leader in dealing with any general enquires in relation to the WBRC, Projects and Planning.
6. Assisting with the promotion of nature conservation and the work of the Team.
7. Assisting as appropriate with other aspects of the service and department.
8. Participate in and deliver outreach and educational events and programmes. Occasional weekend and evening work may be involved.
9. To ensure that health and safety responsibilities are carried out in accordance with the Department's Health and Safety policy and procedures.
10. To undertake other duties that the County Council shall from time to time require

Job Description

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria		Assessed By:
	Attainments	
1	A degree in ecology or equivalent.	A, D
2	Experience of habitat creation and management.	A
3	A good working knowledge of British ecology and nature conservation and a comprehensive understanding of current legislation on nature conservation.	A,I,T
4	Familiarity with the role of nature conservation in the planning process and the legislative and policy framework.	A,I,T
5	Sufficient experience of ecology and planning to be able to prepare, present and defend consistent, objective, unambiguous and sustainable recommendations.	A,I,T
6	Experience in field survey techniques including Phase 1, 2 (UKHab) and NVC.	A,I
7	Experience of liaising with owners and occupiers as well as non-professional groups and individuals.	A,I
8	Some experience of Local Biological Records Centres as a user or contributor	A,I
	General Intelligence	
9	Good organisational ability	A,I
	Special Aptitudes	
10	Ability to meet deadlines, work methodically and to organise own workload with little or no supervision.	A,I
11	A capable field naturalist, with particular competence in botany.	A,I,T
	Circumstances	
12	The ability to travel effectively throughout the County as required.	A,I
13	Able to undertake occasional evening and weekend working.	A,I
	Disposition	
14	Ability to work alone or as part of a team.	A,I
15	Positive attitude to an integrated approach to conservation.	A,I
	Physical Attributes	

Job Description

16	The physical ability to carry out the duties as set in the job description	A,I
	Other	
17	To ensure that health and safety responsibilities are carried out in accordance with the Department's Health and Safety policy and procedures	A
18	Satisfactory completion of an enhanced check through the Criminal Records Bureau (this may be taken up if offered the post)	A,D
19	A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Department's Race Equality Strategy.	A
20	To respect and maintain confidentiality of information	A

	Desirable Criteria	<i>Assessed By:</i>
	Attainments	
21	Relevant post graduate or professional qualification	A, D
22	Membership of CIEEM or relevant professional body	A
23	Knowledge of GIS in particular MapInfo and QGIS.	A, I
24	Knowledge of computer systems such as: Recorder 6, Mapmate, Aditmap, Microsoft Word, Access, Excel and other appropriate software and systems.	A, I
	Special Aptitudes	
25	Demonstrable negotiation and advocacy skills.	A,I,T
	Circumstances	
26	Hold a full driving licence	A,I,D
	Interests	
27	Promotion of nature conservation to a wide audience	A,I
	Other	
28	One or more protected species licences	A,D

Job Description

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input checked="" type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input checked="" type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input checked="" type="checkbox"/> Work at heights	<input checked="" type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input checked="" type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery

[NB. All but the DSE are occasional / potential hazards and not regular activities]