

# Job Description

## For Non-Streamlined Positions

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	M0668
Salary Grade:	J		
Team:	Ecology, Historic Environment & Landscape		
Service Area:	Planning Delivery		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	n/a		

#### Role Purpose

To ensure that the Natural Environment is appropriately protected and managed through the delivery of advice in one or more of the specialist areas of Planning, Projects or Records.

Planning: To deliver high quality professional ecological advice in the areas of urban and rural planning, to officers, consultants and public and other enquiries both internally within WCC and externally.

Projects: To ensure the delivery of ecological project work on time and on budget and the co-ordination of such work with colleagues, other disciplines and external contractors, as required.

Records: To maintain the Warwickshire Biological Record Centre and the provision of detailed specialist information and advice relating to them.

#### Role Responsibilities

To be responsible for the professional ecological input (e.g. design, development, advice and management) across one or more of the following areas as required:

##### Planning and Advice

1. Assist with the management of ecological casework generated from one or more internal or external planning service level agreements
2. Lead on the ecological assessment and responses up to and including of complex planning casework and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners; including assessing proposals
3. Assist senior officers in the ecological assessment and responses of complex and contentious planning casework and other land use related enquiries from planning authorities, applicants,

- agents, consultants and landowners; including assessing proposals
4. Monitoring of onsite ecological works required as part of the planning process, including reviewing and commenting upon reports.
  5. Assist with formulating, advising on and monitoring of Core and other planning documents and policies and the appearance at Structure or Local Plan Inquiries.
  6. Assist with the assembling of information for and preparing written representations; the preparation of proofs of evidence; and giving evidence at public inquiry.
  7. Assist with the assessment of schemes proposed by utilities, the Environment Agency, the Forestry Authority and similar organisations and responding appropriately.
  8. Provide expert advice to environmental agencies, the farming community and landowners on ecological aspects and implications of applications on government sponsored schemes such as environmental stewardship and woodland grant schemes with support from senior officers and to maintain databases and other records.

### Projects

1. Assist on delivery of contractual work on time and on budget for large/complex projects for internal/external clients. Including desk studies; surveying, assessment, data analysis, technical reporting and associated mapping for a range of habitats and species; procuring/managing contractors; liaison with clients, contractors and other third parties, consulting, work programming, health and safety, equipment purchasing/maintenance, attending meetings, onsite clerk of works; quotes, budget monitoring and invoicing, as required.
2. Lead on contractual project work for small/non-complex projects for internal/external clients including preparing quotes, desk studies, surveying, assessment, data analysis, reporting and associated mapping for a range of habitats and species, consulting, work programming, health and safety, equipment purchasing/maintenance, attending meetings, onsite clerk of works and invoicing, as required.
3. Assist with grant proposals, submissions and where necessary lead on the daily management and running of small to medium sized or complex projects including personnel, their budgets and the production of outputs and reporting.
4. Co-ordinating projects with other ecological officers and disciplines as required
5. Assist with the formation of land management agreements on behalf of the Council.
6. Assist with the production, oversight and monitoring of long-term ecological management plans; including areas such as council estate (highway land, waste sites) and landowners; including those for Natural Capital markets (e.g. Biodiversity Net Gain).

### Records

1. Lead on responding to WBRC-related enquiries from planners, developers, consultants, landowners, statutory bodies, researchers and members of the public by extracting, processing and providing relevant data. Where required, provide analysis of the data and management advice relating to the WBRC.
2. Manage, maintain and enhance the WBRC database and its associated GIS. This includes the validation, analysis, synthesis and input of new sources of data alongside the curation of the associated physical and digital resource material including archives and aerial photographs. Where appropriate to provide support to researchers accessing the WBRC physical and digital resource material.
3. Assist with the maintenance and refreshment of the online versions of the WBRC, under the overall guidance of the Senior Officers and relevant third-party suppliers.
4. Deliver outreach and educational events and programmes and create required presentation materials. Occasional weekend and evening work may be involved.
5. Respond to applications and requests for WBRC information and advice for agri-environment schemes. Provide management advice and collaborate with the colleagues where necessary.
6. Liaison as appropriate with DEFRA, Natural England, Forestry Commission, landowners, agents, tenants and other relevant bodies, agencies and individuals.
7. Liaison with holders of sub-sets of the WBRC and with relevant interest groups (e.g.

Warwickshire Wildlife Trust, Warwickshire Badger Group, the Amphibian and Reptile Team); ensuring regular exchange of records and correspondence with recorders and other Biological Records Centres outside the County

#### Other Duties

1. Support with recruitment, training, mentoring and supervision of trainees and volunteers.
2. Assist on the production of reports to inform local and national strategy and policy formation
3. Assisting with the relevant Team Leader in dealing with any general enquires in relation to the Records, Projects and Planning.
4. Advocate and promote the profession and service to maintain a high integrity and reputation
5. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Natural England, Environment Agency, Warwickshire Wildlife Trust and West Midlands Record Centres
6. Provide advice to colleagues and other council services.
7. To represent the council in respect of relevant ecological professional associations, e.g. with ALGE (Association of Local Government Ecologists) or CIEEM (Chartered Institute for Ecology and Environmental Management).
8. Participate in and deliver outreach and educational events and programmes. Occasional weekend and evening work may be involved.
9. To be responsible for maintaining Continuing Professional Development activities relevant to the CIEEM competency matrix, personal job aspirations and needs of the council, to be agreed with the line manager and Team Leaders

## 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:

Relevant degree or other qualification to NVQ Level 6 or a minimum of 3 years experience within specialist discipline	
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	
Have experience of using ICT including relevant Planning, Projects and/or Record Centre systems (e.g. GIS, Recorder)	
The ability to organise own workload and decide priorities.	
The ability to work accurately, methodically under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	
Experience of monitoring and managing project budgets	
Experience of contributing to the development of Policies and Procedures	
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	
The ability to use own initiative to respond independently to difficult problems and unexpected situations	
Capable field surveyor (Phase 1, NVC/UK Hab) with particular knowledge of botany	

An understanding of current legislation and practice in respect of the ecological aspects of Planning, Record Centre management and/or Project Management.	
Able to work occasional evenings/weekends.	
The ability to travel effectively within the county	

### Desirable Criteria

Assessed By:

Full professional level membership relevant to the post	
One or more protected species licences	
Knowledge/experience of ecological issues in the context of agri-environment control	

## 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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.
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### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/

	kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	