

# 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:	Senior Ecologist	JEID	M0664
Salary Grade:	L		
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 at a senior level 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, officer, consultant and public 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 manage 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 & Advice

1. Manage the ecological casework generated from one or more internal or external planning service level agreements
2. Lead on the assessment and responses up to and including complex and contentious planning casework and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners; including assessing proposals
3. Monitoring of onsite ecological works required as part of the planning process, including reviewing and commenting upon reports.
4. Lead of the assessment of schemes proposed by utilities, the Environment Agency, the Forestry Commission and similar organisations and responding appropriately.

5. Lead on the assembling of information for and preparing written representations; preparation of proofs of evidence and giving evidence at public inquiry.
6. Assisting with formulating, advising on and monitoring of planning documents and policies and the appearance at Local Plan Inquiries or the equivalent.
7. 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 land management and woodland planting schemes.

#### Projects

1. Lead on delivery of contractual work up to and including large/complex/contentious projects on time and on budget 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, personnel, onsite clerk of works; quotes, budget monitoring, invoicing, financial reporting, as required.
2. Lead on the preparation of tenders, let and administer these contracts, including supervision and financial control.
3. Assist with grant proposals and 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. Lead on the formation of legal land management agreements on behalf of the Council in consultation with the WCC solicitor.
5. Assist with similar range of activities on the management and delivery of small/medium-sized, non-complex projects, including supervising more junior personnel and contractors, and reviewing/checking technical reports
6. Lead on 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)
7. Co-ordinating projects with other ecological officers and disciplines as required

#### Records

1. Co-ordinate all responses to consultations requesting specialist ecological advice (e.g. habitat management) using information held in the Warwickshire Biological Records Centre. This will include dealing with the general public as well as students, researchers and commercial enquiries.
2. Lead on the strategic enhancement of the Warwickshire Biological Records Centre through its development, co-ordination and management of its information management system; including the validation and input of records.
3. Ensure a high level of public, commercial and researchers' satisfaction with all aspects of service provision and to monitor and review the service provided.
4. Ensure that information systems and document storage are maintained in accordance with nationally agreed standards.

#### 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. Provide advice to colleagues and other council services.
4. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Natural England, Environment Agency and Warwickshire Wildlife Trust as appropriate.
5. 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).
6. To oversee and mentor any staff, students or volunteers engaged in ecology related work.
7. Advocate and promote the profession and service to maintain a high integrity and reputation
8. Assisting with the relevant Team Leader in dealing with any general enquires in relation to

Planning, Projects and Records.

9. Participate in and deliver outreach and educational events and programmes. Occasional weekend and evening work may be involved.
10. To be responsible for maintaining Continuing Professional Development activities relevant to the CIEEM competency matrix (or equivalent), 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:

1. Either hold a full relevant professional qualification at degree level or have significant experience.	A
2. Have significant experience in managing large projects, a record centre and/or delivering planning advice at a senior level.	A/I
3. Have significant knowledge and experience in one or more ecological subjects (e.g. botany, animal species) and/or ecological concept (e.g. Natural Capital).	A/I
4. The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	A/I
5. The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A/I
6. Have experience of using ICT including relevant Ecological Planning/Projects/Record Centre systems (e.g. GIS, Recorder)	A
7. The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	A/I
8. The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	A/I/T
9. The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A/I
10. Ability to provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required	A/I
11. Experience of monitoring, managing and being accountable for budgets	A
12. Have significant experience of contributing to the development of Planning, Project, and/or Record Centre Policies and Procedures at a senior level	A/I
13. The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A/I
14. Be a capable field naturalist having experience in field survey techniques including Phase 1, 2 (UKHab) and NVC.	A
15. Experience of liaising with owners and occupiers as well as non-professional groups and individuals.	A/I
16. The ability to travel effectively throughout the County as required	A

17. Able to undertake occasional evening and weekend working.	A
18. Membership of CIEEM or relevant professional body	A

### Desirable Criteria

Assessed By:

Chartered Ecologist level membership and/or a relevant post-graduate or professional qualification	A
One or more protected species licences	A

## 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.

### 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):	