

Team Manager: Ecology, Historic Environment & Landscape – Tier 4b

Directorate: Service area:	Communities Planning and Environment
Accountable to:	Tier 4A Service Manager – Ecology, Historic Environment and Landscape
Accountable for:	Up to 8 FTE
Politically restricted post	No
Delivery teams:	Ecology, Historic Environment and Landscape
Grade	N

Context

Planning and Environment facilitates sustainable development across Warwickshire through regulatory and statutory activities

The Ecology, Historic Environment and Landscape team are responsible for the management and interpretation of historic and natural environment data to inform planning delivery, wider partnership support, scheme design, and delivering biodiversity statutory duties and mandatory Biodiversity Net Gain commitments within county-wide planning and corporate decisions.

You will play an active role as part of our service team working in partnership with our Commissioning Team Managers to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Managers in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

You will take the lead in one or more areas of planning, project delivery or record management work and providing support to the team in complex or controversial projects, applications or initiatives.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Take the lead in the team's monitoring of planning applications and other land use proposals, holding discussions with developers and agents prior to and following submission of applications, including<ul style="list-style-type: none">○ Assessing the impact of proposals and devising responses, assessing proposals from the ecological consultants of developers and monitoring complex and controversial cases.○ Assessing consultants work carried out resulting from the planning process, reviewing and commenting on
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	<ul style="list-style-type: none"> reports. ○ Assessing the impact of developments and schemes proposed by utilities, the Environment Agency, the Forestry Authority and similar organisations and responding appropriately. ○ Assembling information for and producing written representations or proofs of evidence. Appearing as an expert witness to give evidence at Public Inquiries. • Take the 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. <ul style="list-style-type: none"> ○ Co-ordinating projects with the officers and disciplines as required. ○ Co-ordinate and contribute to 'environmental impact assessments', from full environmental statements to minor reports and assessments. This will include field work, report production, and possible appearance at public inquiry. ○ Co-ordinate all responses to consultations requesting specialist advice • Take the lead on the management of Historic Environment, Ecological and Landscape data, records and information. <ul style="list-style-type: none"> ○ Maintain and enhance each record centre and stand-alone datasets to statutory, industry and professional standards ○ Support individuals and groups in their data recording and reporting. ding the maintenance and enhancement of the Record, and validation and input of records. ○ Make data available in accessible formats in accordance with charging policies. • Liaison with statutory and non-statutory bodies in relevant cases, e.g. Historic England, Natural England, Environment Agency and other stakeholders as appropriate.
Key business measures	<ul style="list-style-type: none"> • Delivery of timely Planning Advisory services to clients (as appropriate) • Delivery of a portfolio of managed projects on time and on budget (as appropriate) • Delivery of records and information requests in a timely manner (as appropriate) • Maintenance of comprehensive management systems to minimise WCC liability with regard to contract law, cost recovery and business development • To assist in developing new clients and projects for the future programme • To assist in monitoring and improving levels of customer satisfaction

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Statutory responsibilities <i>(if applicable)</i>	<ul style="list-style-type: none"> • Natural Environment & Rural Communities Act 2006 • Town and Country Planning Act 1990 • Biodiversity Net Gain (Environment Act, 2021) • Intellectual Property Rights • Environmental Information Regulations 2004
Specific experience	<ul style="list-style-type: none"> • Experience of supervising staff • A good working knowledge of one or more of the following professional areas: British ecology; historic environment and Landscape a comprehensive understanding of current legislation within this area. • Good understanding of and experience in the of the planning process and the legislative and policy framework. • Significant experience of one or more of the following professional areas: British ecology; historic environment and Landscape within planning to be able to prepare, present and defend consistent, objective, unambiguous and sustainable recommendations. • Experience of field survey techniques in a relevant professional area. • Experience of liaising with owners and occupiers as well as non-professional groups and individuals. • Experience of Local Records Centres as a user or contributor
Specific qualifications/and registration	<p>A degree or equivalent in one or more of the following professional areas: Ecology; Historic Environment and Landscape.</p> <p>Full Member of a relevant professional institute</p>
Budget responsibility	<ul style="list-style-type: none"> • Assist in the setting and monitoring of associated budgets. • Assist in monitoring planning and project work budgets.
FTE responsibility (line management)	Up to 8 FTE
Key stakeholder relationships	<ul style="list-style-type: none"> • Head, Planning and Environment • Director, Environment, Planning and Transport • Executive Director, Communities • Other Planning Service Managers • County Council Members, together with those at Parish, District and Borough Councils • Warwickshire's District and Borough Council's • Other WCC Delivery teams, including County Highways, Engineering Design Services, Enabling Services • Defra (including Natural England, Forestry Commission and Environment Agency) • DCMS (including Historic England) • And Non-Government Organisations

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Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">• Deliver in year service plan (1 year)• Effective contract and supplier management• Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives

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- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

