

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:	Assistant Ecologist	JEID	M0667
Salary Grade:	G		
Team:	Ecology, Historic Environment & Landscape		
Service Area:	Planning and Environment		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
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 an internal or external planning service level agreements
2. Assist senior officers on the ecological assessment and responses up to and including complex planning casework and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners; including assessing proposals
3. Lead on the ecological assessment and responses of fairly complex planning and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners;

including assessing proposals

4. Assist in responding to applications and proposals relating to land-use changes such as woodland grant schemes, Countryside Stewardship, and to maintain databases and other records.
5. Assisting with consultations including responses to Structure and Local Plan Reviews.
6. Assist with the monitoring of Core Strategies and other planning documents and policies
7. Assist with the assessment of schemes proposed by utilities, the Environment Agency, the Forestry Authority and similar organisations and responding appropriately.
8. Monitoring of onsite ecological works required as part of the planning process, including reviewing and commenting upon reports.
9. Assist with the assembling of information for and preparing written representations; the preparation of proofs of evidence; and giving evidence at public inquiry if necessary.

Projects

1. Assist with contractual project work include surveying, consulting, attending meetings and onsite clerk of works as required.
2. Assist with researching/collating information, production of desk studies and basic technical reports/sections and mapping
3. Assist Team Managers and/or other more senior colleagues with project management including fee proposals, work programming, budget monitoring, researching/collating information
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 monitoring of long-term ecological management plans; including areas such as council estate (highway land, waste sites) and landowners; including those for 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 and appropriate to the grade, provide analysis of the data and management advice relating to the WBRC.
2. Assist with the Management, maintenance and enhancement of 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. Assist with the delivery of outreach and educational events and programmes and create required presentation materials. Occasional weekend and evening work may be involved.
5. 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
6. Assist in responses to applications and requests for WBRC information and advice for agri-environment schemes. Appropriate to the grade, provide management advice and collaborate with the colleagues where necessary. Liaison as appropriate with DEFRA, Natural England, Forestry Commission, landowners, agents, tenants and other relevant bodies, agencies and individuals.

Other Duties

1. Support with training, mentoring and supervision of trainees and volunteers working on the WBRC.
2. Provide advice to colleagues and other council services.
3. Participate in and deliver outreach and educational events and programmes. Occasional weekend

and evening work may be involved.

4. Assist on the production of reports to inform local and national strategy and policy formation
5. Assisting with the relevant Team Manager in dealing with any general enquires in relation to the WBRC, Projects and Planning.
6. Advocate and promote the profession and service to maintain a high integrity and reputation
7. Assist in the provision of 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 the Woodland Grant Scheme
8. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Natural England, Environment Agency, Warwickshire Wildlife Trust and West Midlands Record Centres
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 Managers

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:

NVQ Level 4 or equivalent in a relevant subject or 4 months relevant experience	
The ability to independently interpret and analyse varied and complex information or situations.	
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	
Have experience of using ICT e.g. GIS, Recorder, Databases	
To be able to use own initiative to respond independently to problems and unexpected situations	
The ability to work accurately, methodically and to deadlines and performance targets whilst under pressure to meet deadlines and dealing with interruptions	
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	
Experience of contributing to the development of Policies and Procedures	
The ability to co-ordinate a number of elements within a project plan.	
Good written and verbal communication skills with the ability to communicate with non-specialists	
Able to work occasional evenings/weekends.	
Have a good understanding of British wildlife and its conservation	

Desirable Criteria

Assessed By:

Be a member of a relevant professional body at an appropriate level to qualification and experience	
Capable field surveyor (Phase 1, NVC) with particular knowledge of botany	

Familiarity with Recorder or equivalent	
The ability to travel within the County	
Interest in making ecological information available to the wider public.	
Have a basic understanding of Planning Regulations, Project delivery and/or Records management.	

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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☒ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☒ Working on/ or near a road	☒ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to	☐ Regular work with respiratory irritants/ allergens

noise above action levels)		(exposure to dust, fumes, chemicals, fibres)	
☐ Work requiring respirators or masks		☐ Work with vibrating tools/ machinery	
☐ Work involving food handling		☐ Work with waste, refuse	
☐ Potential exposure to blood or bodily fluids		☒ Face-to-face contact with members of the public	
☐ Other (please specify):			