

Job Description and Person Specification

Ecology and Biodiversity Officer

Job Details	
Grade	6
Service	Streetscene and Regulatory Services
Location	One Friargate
Job Evaluation Code	A5827

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Under the general direction of the Ecology and Biodiversity Manager</p> <ol style="list-style-type: none"> 1. Support the delivery of a high-quality Ecology and Biodiversity service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city. 2. To be responsible for undertaking/initiating specific projects/research and provide relevant ecology advice to the Planning team as a whole

Main Duties & Key Accountabilities

- To provide ecological advice and appropriate recommendations in the form of consultation responses, policies, strategies, supplementary planning guidance and assessments.
- Carry out ecological assessments of sites to advise on planning applications and provide clear relevant information that supports the Council's policies and objectives
- Develop and support the delivery of long term biodiversity enhancement projects at different sites to deliver Biodiversity Net Gain within Coventry. Ensure that projects are monitored and provide regular reports on progress. Share data with county and national recording projects and liaise with these to update Coventry data.
- To support the review, implementation and monitoring of the ecology and Biodiversity Net Gain plans, provision of city specific data, support delivery of projects which help delivery of both biodiversity strategies and undertake review of projects to inform future work.
- To develop and maintain effective working relationships and good communications with key stakeholders, partnerships and other internal divisions and directorates. Participate, as required, in joint working groups in relation to ecology and planning policy.
- Develop and maintain a detailed working knowledge of all appropriate legislation, regulations, good practice, policies, procedures and funding arrangements relating to planning policy.
- Assist with the securing of external sources of project funding, support partnership grant applications and academic research grants in local universities.
- To support the team in the promotion of an understanding of biodiversity and changes in legislation with the Authority's staff and the general public, through advice, awareness raising initiatives and training
- To promote sustainable development and contribute positively to urban regeneration, commercial, community and educational projects demonstrating an awareness of the commerciality of development and the need to balance growth and ecological issues.
- Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
- Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
- Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
- Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:		Internal:	
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Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

N/A

Person Specification

Requirements

Knowledge	<ul style="list-style-type: none"> Detailed knowledge of public policy and legislation relating to the natural environment. Understanding of wildlife and conservation issues in relation to spatial planning and development management An understanding of the planning and policy process at a local and national level. Knowledge of customer care and the principles of equal opportunities in providing a Planning Policy function.
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Skills And Ability	<ul style="list-style-type: none"> • Able to assist in the development and implementation of biodiversity enhancement projects • Assist in the preparation and presentation of documentation relating to complex subjects in a way that is concise and able to be easily understood • An understanding of the different functions of greenspace and approaches to increasing biodiversity while maintaining and improving other services • Ability to communicate effectively in written and verbal form to audiences of varied knowledge and expertise. • Problem solving and analytical skills to include definition, analysis and decision • Ability to work in partnership and develop effective relationships with people from external agencies and local communities • Be proficient in the use of IT packages • Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.
Experience	<ul style="list-style-type: none"> • Experience of undertaking ecological survey work • Experience of or with local authority planning decision making • Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook
Qualification	<ul style="list-style-type: none"> • A degree or equivalent in Ecology, environmental sustainability, or a related discipline • Eligible or working towards membership of a professional body such as RTPI/IEEM
Special Requirements	<ul style="list-style-type: none"> • May be required to work outside office hours • May be required to travel in the course of duties • Willingness to undertake any necessary formal training

Declaration			
Reviewed/Created By:	Chris Styles		
Job Title:	Head of Planning Policy and Environment	Date:	April 2025