



Coventry City Council

## Job Description

<b>Job Title:</b>	Ecology and Biodiversity Officer	<b>Job Number:</b>	A5827
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	G6

### Our values:

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.

### Job Purpose:

Under the general direction of the Ecology and Biodiversity Manager

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 and Responsibilities:

1. To provide ecological advice and appropriate recommendations in the form of consultation responses, policies, strategies, supplementary planning guidance and assessments.
2. Carry out ecological assessments of sites to advise on planning applications and provide clear relevant information that supports the Council's policies and objectives
3. 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.
4. 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.
5. 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.
6. Develop and maintain a detailed working knowledge of all appropriate legislation, regulations, good practice, policies, procedures and funding arrangements relating to planning policy.
7. Assist with the securing of external sources of project funding, support partnership grant applications and academic research grants in local universities.
8. 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

9. 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.
10. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
11. 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.
12. 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.
13. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** -

**Responsible to:** Ecology and Biodiversity Manager

**Date Reviewed:** May 2022

**Updated:** May 2022





Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>Detailed knowledge of public policy and legislation relating to the natural environment.</li></ul>
	<ul style="list-style-type: none"><li>Understanding of wildlife and conservation issues in relation to spatial planning and development management</li></ul>
	<ul style="list-style-type: none"><li>An understanding of the planning and policy process at a local and national level.</li></ul>
	<ul style="list-style-type: none"><li>Knowledge of customer care and the principles of equal opportunities in providing a Planning Policy function.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>Able to assist in the development and implementation of biodiversity enhancement projects</li></ul>
	<ul style="list-style-type: none"><li>Assist in the preparation and presentation of documentation relating to complex subjects in a way that is concise and able to be easily understood</li></ul>
	<ul style="list-style-type: none"><li>An understanding of the different functions of greenspace and approaches to increasing biodiversity while maintaining and improving other services</li></ul>
	<ul style="list-style-type: none"><li>Ability to communicate effectively in written and verbal form to audiences of varied knowledge and expertise.</li></ul>
	<ul style="list-style-type: none"><li>Problem solving and analytical skills to include definition, analysis and decision</li></ul>
	<ul style="list-style-type: none"><li>Ability to work in partnership and develop effective relationships with people from external agencies and local communities</li></ul>
	<ul style="list-style-type: none"><li>Be proficient in the use of IT packages</li></ul>
	<ul style="list-style-type: none"><li>Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>Experience of undertaking ecological survey work</li></ul>
	<ul style="list-style-type: none"><li>Experience of or with local authority planning decision making</li></ul>
	<ul style="list-style-type: none"><li>Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>A degree or equivalent in Ecology, environmental sustainability, or a related discipline</li></ul>
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	<ul style="list-style-type: none"><li>• Eligible or working towards membership of a professional body such as RTPI/IEEM</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• May be required to work outside office hours</li><li>• May be required to travel in the course of duties</li><li>• Willingness to undertake any necessary formal training</li></ul>
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**Date Reviewed:** May 2022

**Updated:** May 2022