

JOB DESCRIPTION

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| Job Title | **Biodiversity Project Officer**  | Post Number | **PS704** |
| Grade | Grade 7 | Service Area | Joint Heritage Service  |
| Special Conditions  | Occasional weekend or evening work | Additional Benefits | Casual user car allowance. |
| Authorised by | Director of Planning and Infrastructure | Date | August 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To plan, develop, deliver and monitor biodiversity actions in support of Malvern Hills District Council’s ‘Destination Zero’ carbon Reduction Plan. |
| Responsible for demonstrating commitment to delivering the Councils’ values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Head of Planning Services / Senior Environment Officer |
| The postholder manages \supervises: | No direct staff management responsibility. However there will supervision of contractors and volunteers. |

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| Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation) |
| 1 | To deliver a species rich floodplain meadow restoration project; to include contract supervision, working with local groups and specialists and ongoing management, monitoring and reporting of site biodiversity and carbon storage improvements. |
| 2 | To enhance the ecological and biodiversity potential of and deliver physical improvements to Council owned land, including parks, green space, agricultural land and woodland. |
| 3 | To work with and support local groups (including Parish Councils and Friends groups) to deliver and manage on site enhancements for pollinators and wider biodiversity, particularly along identified B-Lines. |
| 4 | To plan, develop and deliver engagement activities to educate, inspire and inform local communities and the wider public about the importance of the district’s biodiversity. |
| 5 | To support existing and develop new volunteering opportunities which will promote practical wildlife habitat management and monitoring skills.  |
| 6 | To develop projects and actions that will deliver biodiversity enhancements on a landscape scale with a range of partners and stakeholders, including supporting the development of a Local Nature Recovery Strategy. |
| 7 | To develop and co-ordinate the implementation of new wildlife habitat and species projects, events, activities and initiatives. This will involve direct management of projects and include responsibility for achieving best value and the effective supervision of contracts and services. |
| 8 | To administer and deliver against established Countryside Stewardship Agreements and secure new agreements where appropriate. |
| 9 | To monitor relevant budgets and seek and secure new sources of funding in order to bring projects to fruition.  |
| 10 | To monitor, evaluate and report on project progress as required by external funding bodies Malvern Hills District Council and other stakeholders. |
| 11 | To represent the District Council and joint Heritage Service at a range of local, regional and national forums and events as appropriate. |
| 12 | To produce information and promotional material in a variety of formats, including web site. |
| 13 | To maintain own professional skills and knowledge. |
| 14 | To comply with all Health and Safety legislation and pursue duties in a safe manner with due regard to the health and safety of others. |
| 15 | Any other duties consistent with carrying out the aims and objectives of the Biodiversity Project Officer role as may be identified from time to time by the Senior Environment Officer / Head of Planning Services. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.



KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Higher level education with qualifications appropriate to experience. | E |  |

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| Experience | Essential | Desirable |
| Significant work experience in at least two or more of the following:* + Biodiversity enhancement and habitat management
	+ Habitat and species monitoring
	+ Environmental Education/training
	+ Partnership/ Community Engagement
	+ Managing volunteers
	+ External fund raising and programme management
 | E |  |
| Demonstrable evidence of successful biodiversity project implementation | E |  |
| Evidence of bringing diverse partners together to achieve community and biodiversity benefits | E |  |
| Experience of securing external project funding  |  | D |
| Evidence of applying for and delivering against Countryside Stewardship Schemes | E |  |

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| Skills Required | Essential | Desirable |
| Project Management  | E |  |
| Ability to co-ordinate a large number of initiatives  | E |  |
| Budget management | E |  |
| IT Skills |  | D |
| Excellent time management skills |  | D |
| Good written and oral communication skills  |  | D |
| QGIS mapping skills |  | D |

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| Behaviours | Essential | Desirable |
| Sensitivity, tact and political awareness in dealing with a range of partners | E |  |
| Enthusiasm to generate new ideas and initiatives  | E |  |
| Capable of working as a self-starter and as part of a diverse team | E |  |
| Ability to work to challenging deadlines and targets | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.