

Role Profile

This section provides key information relating to the role

Job Title:	Landscape Conservation Officer		
Post No:	P01778	Grade:	J
Team:	Environment	Location:	Campus East
Responsible to:	Landscape and Ecology Manager		
Responsible for:	All aspects of managing friends' groups (volunteers) dedicated to habitat management on WHBC Local Nature Reserves.		

Overall job purpose:

To provide to the Landscape and Ecology Manager land management policies for council-owned woodlands, grasslands, and other habitats with the aim of improving and enhancing them for both wildlife and public enjoyment.

To maintain the council's portfolio of nature reserves and other open spaces appropriate to their habitat type. This task is undertaken by directing contractors and volunteer groups on site.

To ensure that council-owned Sites of Special Scientific Interest are maintained in 'good conservation condition' according to the requirements of Natural England.

To support the council's nature reserve friends' groups undertaking officer-led practical site management and interpretation.

To provide a first point of contact for members of the public on wildlife conservation and countryside issues and to promote public enjoyment of all the natural open spaces in the borough.

Key areas of focus:

1.	To provide and review management plans for nature reserves, especially those where grant funding is received from Defra or the Forestry Commission. To implement management plans according to guidelines established by Natural England and Forestry Commission, being aware of seasonality of the work, species protection and environmental legislation.
2.	To allocate management work appropriately to Council's contractors and friends' groups, being aware of current health and safety legislation, meet the requirements for risk assessments and ensuring good standards are achieved. To plan their seasonal work and ensure that site management is appropriate and consistent with the needs of the site management plan. Encourage the building of skills and training competence within friends' groups so that they continue to be a semi-autonomous resource able to lead and manage their activities appropriately according to the needs of their nature reserve.

3.	To prepare habitat improvement bids for Section 106 opportunities highlighted by Planning colleagues.
4.	To support strategic aims that seek to improve open spaces, improving amenity grasslands, verges, and ornamental shrubberies.
5.	To manage the open spaces budget, including grants and Section 106 income, ensuring that invoices are paid on time and appropriate records of purchase ordering and payments are kept.
6.	To provide for councillors, when requested, information about management of the council's natural assets, to present reports if required and to liaise on nature conservation and countryside issues of importance
7.	To be responsible for public access to designated nature reserves, both maintaining easy access for all to sites and maintaining all surfaced paths, bridges, steps, and gates.
8.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
9.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
10.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Degree or appropriate qualification in environment or land management or relevant experience at this level.	x		AP
Membership of or affiliation to an appropriate professional body.		x	AP
Experience of contract management and preparing work specifications	x		AP/IN
Experience of working with volunteers		x	AP/IN
Knowledge			

Practical knowledge of a wide range of estate management tasks such as fencing/gates, ditching, pond maintenance, woodland management/forestry.	x		AP/AS
Knowledge of current Health and Safety practice for contractors and groups relevant to land management tasks, including carrying out risk assessments	x		AP/AS
A good working knowledge especially of woodland conservation and management but also other habitats such as grasslands and ponds, along with management for rare species protection.	x		AP/IN
Knowledge of current national environment support schemes and nature conservation initiatives		x	IN
Skills and abilities			
Ability to plan management in advance and build in flexibility to adjust to changes in weather	x		AS
Proven people skills enabling co-operative working with volunteers and tactful dealing with members of the public	x		AS/IN
Good communication skills, written and oral, including use of Word, Excel, Powerpoint, Publisher, Outlook.	x		AP/IN
Practical working skills with hand tools and/or powered tools		x	IN
Experience of management of contracts and budgets	x		AP/IN
Good organisational skills and effective time management, along with the ability to work at home with minimal direction	x		AS/IN
A current Emergency First Aid qualification		x	IN
A full UK driving licence.	x		AP
Other attributes			
Knowing how planned management can/ should result in landscape and habitat change and enhancement		x	AS

An ability to integrate into a team	x		IN
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**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.