

Hart job description and person specification

Job Description

Biodiversity Officer

Department

Environmental Promotion

Grade

Grade F (SCP 22-25)

Salary

£33,698.93 to £36,057.05

Contract Type

Fixed Term for 1 Year

Manager

Natural Environment Manger

Job summary

- The Biodiversity Officer will focus on delivering positive ecological outcomes through the Council's operational services, including providing planning advice on protected species, protected sites, biodiversity net gain, and general ecology matters. They will support the Council with conservation management of its sites, provide advice to residents and communities within Hart, and undertake monitoring of the Council's sites, and potentially wider sites, within the District.
- There will be opportunities to be involved in a variety of related work as we implement our Biodiversity Offsetting Strategy and Habitat Bank at Hart, and seek to implement a suite of projects across multiple Council owned sites.
- This is a hybrid role based at the Council's Offices in Fleet, with site visits required as part of the role.

Main responsibilities

1. To support the Natural Environment Manager in providing technical advice on the ecological, protected species, and biodiversity net gain implications of development, strategic planning, and other proposals, ensuring the authority meets all legislative and policy requirements and effectively protects, manages, and enhances the biodiversity of the district.
2. To lead on the formation and undertaking of a monitoring strategy to include site monitoring, and ensure the Council is meeting its responsibilities on site where biodiversity enhancements are proposed or have been undertaken.
3. To contribute to the Environmental Promotions – Strategy Team, Countryside Service, and Site Rangers in advising on conservation and biodiversity matters for sites, projects, and the community such as through assisting with biodiversity expertise on the implementation of projects for the Countryside Grant scheme.
4. To provide ecological advice at any stage, as requested, within the development management process, including pre-application, screening, scoping, formal application, monitoring, and enforcement.
5. To advise and assist with the implementation of the delivery of key biodiversity net gain legislation and other complex biodiversity matters that planning applications need to address.
6. To support the production of technical and persuasive documents and responses using language appropriate to the audience, including internal and external stakeholders, professionals, and members of the public.
7. To provide project support in the biodiversity monitoring of Council Sites, including biodiversity net gain sites, SSSIs, SINCs, and public open spaces.
8. To work within the Environmental Promotions Team and help ensure that project and service delivery complies with current legislation, regulations, guidance and accepted professional standards, maintaining awareness of national, regional and local agendas on relevant matters.
9. To ensure that their work practices comply with council policies and procedures and relevant legislation, including data protection, equalities, health and safety and safeguarding requirement.
10. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification



Job title

Biodiversity Officer

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by being:

- **Helpful**
- **Approachable**
- **Responsive**, and;
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Where candidate does not currently possess attributes with this symbol (*) then training must be successfully completed and passed within the probationary period as part of the terms and conditions of employment, at the discretion of the Senior Ranger

Attributes	Essential	Desirable	Evidence
Education and qualifications	Recognised post-A Level qualification in relevant subjects (e.g. HND, NVQ Level 3, degree or equivalent)	Membership of related professional body	Application form and certificate
Experience and knowledge	Understanding of ecology related planning legislation and policy and its practical application in the English context. This should include an understanding of	Up-to-date and in-depth knowledge and understanding of professional ecological practice and associated industry accepted best practice	Application form and interview

	species protection legislation and licensing requirements, as well as an understanding of statutory designated sites and associated legislation and processes, including Habitat Regulations Assessments. Awareness of Environment Act 2021 Biodiversity Net Gain statutory obligations and familiarity with net gain assessments, including the Statutory Metric and associated UK Habs Surveying methodologies. Working with stakeholders, partnership organisations and other departments Good understanding of how the natural environment is affected by development and how ecological features can be conserved, restored and enhanced Knowledge of protected species, habitats and designated sites in the UK context. · Understanding of survey methodologies and some experience of habitat surveying, interpretation of ecological data and	guidelines, including guidelines for ecological survey, impact assessment and mitigation. Experience of undertaking ecological and/or BNG surveys and producing the appropriate reports. Experience of leading in the delivery of successful projects to a high standard An excellent working knowledge of related legislation together with a working knowledge of Health and Safety issues.	
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	evidence-based reporting. · Committed to providing high-quality customer service		
Skills and abilities	Effective communication skills both oral and written providing high level advice to the team to aid decision making. Computer literate and proficient in Microsoft Office software Ability to make customers feel warm, wanted, welcome and cared for Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome	A high degree of financial management competency	Application form and interview
Personal qualities	To be able to adapt, develop, and maintain constructive relationships at all levels both internally and with our customers. To be able to think innovatively when complex issues arise and identify solutions when advice is not readily available. Self-driven with a commitment to professional	Ability to work under pressure and manage a heavy workload.	Application form and interview

	development for self and others Team player, respectful to colleagues, customers and others Commitment to professional and personal development Ability to manage own time Commitment to delivering the best possible services for residents, and internal and external customers		
Other working requirements	Ability to attend meetings out of usual working hours and emergency call out. Full Driving Licence and access to a car for work purposes, insured for business use	Ability to be able to work from home	Application form

Signatures:

Job-holder

Manager