

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Ecology Manager
Grade:	14
Hours:	37
Team:	Thames Valley Environmental Records Centre
Service Area:	Planning and Place
Primary Location:	<p>The primary location is County Hall, Oxford and you will be required to work from this location in an agile manner. Much of the role can be completed working from home.</p> <p>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.</p>
Budget responsibility:	Generate circa £300k Project Income and manage the projects to deliver at appropriate quality, timescale, cost and risk.
Responsible to:	TVERC Director
Responsible for:	TVERC Projects team of Projects Officers (currently 6 staff) 3 Biodiversity Officers, 3 Biodiversity Project Officers

Job Purpose

The Ecology Manager will have a leading role in TVERC and the post holder will deputise for the TVERC Director as Operational Manager if required.

As Team Leader of TVERC's Project Team, the post holder will be accountable for the following activities:-

- Deliver the work of TVERC's Project Team including supporting proper financial accounting and forecasting in the short and long term.

- Manage the operational effectiveness of the service, ensuring timely delivery.
- Working with the Operational Manager to deliver relevant parts of TVERC's Business Plan.
- Provide ecological expertise and support to TVERC and its customers and partners.
- Manage environmental field and data projects, coordinating the completion of project work to a high standard whilst delivering to deadline and budget.
- To increase the quality and consistency of environmental data and recording in Oxfordshire and Berkshire. Secure finance and support for TVERC through annual services and a pipeline of project work from local authority partners, other funding partners and organisations.
- To communicate to customers and partners TVERC's capabilities, and the products and services that TVERC offers.
- To develop TVERC products and services to support the changing needs of its customers for environmental data, intelligence and insight.
- Manage and develop the Biodiversity Projects team (currently 6 staff). Ensure that all members of the team are managed and supported, with regular one to one/12.3.2 meetings, clear objectives and a training and development plan.
- Supporting and enabling colleagues across TVERC's Project Team to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.
- To ensure that environmental data are collected, managed and provided to the standards of accreditation by the Association of Local Environmental Records Centres (ALERC).
- Act as an escalation point in relation to queries or issues that cannot be resolved by Senior Officers/team members.

To work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.

To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will be expected to provide the TVERC Director with detailed information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.

The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

Job Responsibilities

Team Leadership and Management

- To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources.

- Develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team
- Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings, and investigations.
- Manage the health and safety risks of field work within TVERC, including lone working, and working near roads and watercourses.
- Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the TVERC Projects Team. This may include the delivery of training to the team or colleagues.
- Focusing on project revenue, with support of the Operational Manager to secure, negotiate and manage both the annual and long-term financial resources for TVERC from a diverse range of funding streams (Service Level Agreements (15+), commercial services, project contracts, and other fundraising as required – around £300k each year).
- Identify, and with the Operational Manager evaluate and implement new opportunities for income generation.

Strategy and Decision Making

- To ensure the delivery of the aims and ambitions of TVERC, as documented in the Business Plan and agreed by the TVERC Steering Group.
- To work closely with colleagues in TVERC and within Oxfordshire County Council to embed more efficient and effective business processes, enabling the achievement of financial targets.
- To work with the Operational Manager on implementation of the planned transformation goals of the service.

Relationships and Stakeholder Management

- To build and promote relationships across Oxfordshire County Council, TVERC's Partners, local and national Stakeholders that collect and use environmental data in Berkshire and Oxfordshire while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the Business Plan and relevant corporate policies and external legislation.

Technical / Professional

Conduct the proper operational management of the TVERC Biodiversity Projects Team to:-

- Provide ecological expertise and support to TVERC including;
 - Developing products and services to support the changing customer need for timely environmental data, intelligence and insight.
- Manage and develop the TVERC Biodiversity Projects team, this includes;
 - Biodiversity Officers who complete much of the field survey work.
 - Biodiversity Project Officers who complete much of the data analytics and presentation work.
- Generate new project work for TVERC.
 - Identify and develop propositions with funding partners and other organisations.
 - Produce proposals, quotations and tender responses to cover potential project work.
 - Ensure scope, funding and resources is agreed with client before work commences.
- Manage agreements with funding partners.
 - Ensure the TVERC team meet the data needs of partners in a timely and efficient manner.
 - Review current and negotiate future service provision with partners on an annual basis.
- Manage delivery of TVERC's programme of projects through their whole lifecycle.
 - Conceive, plan, manage and deliver a range of environmental data projects for funding partners, other organisations and internally for TVERC.
 - Manage priorities, specifications, change, problems, workload, people and other resources to complete projects on time and to budget.
 - Manage communication with all project stakeholders.

- Some projects may involve developing innovative approaches to data collection, analysis and presentation.
- Support and encourage the collection, management and use of biodiversity and geodiversity data in Oxfordshire and Berkshire.
 - Understand the present and future environmental data, intelligence and insight requirements of funding partners, businesses and conservation agencies.
 - Help set the priorities for TVERC data acquisition, data management and data provision.
 - Provide advice and practical support to relevant organisations and individuals helping to influence their priorities and ways of working.
- Promote the work of TVERC and represent TVERC at local, regional and national fora.
- Contribute to the development and implementation of TVERC policy and procedure.
- Work with the TVERC Director to manage the TVERC annual budget including delivering income targets.
- Deputise for the TVERC Director where required.
- Other such duties as are commensurate with the post as directed by the TVERC Director.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Educated to post-graduate degree (or equivalent experience) in ecology/biodiversity/geology or related discipline	A, D
Professional experience performing a managerial role or evidence of mentoring/coaching staff.	A, I
Knowledge of biodiversity and/or geodiversity data management and conservation principles. Alongside strong understanding and some practical experience of ecological survey methods.	A, T, P, I
Excellent communication and presentation skills and confidence in negotiating and liaising with a range of stakeholders, including experience of producing proposals for project work or completing tender responses.	A, I, P
Has the commercial acumen to recognise and act on opportunities for selling existing solutions and where there may be scope for service development and improvements	A, I, P
Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations	A, I
Ability and skill to make important financial decisions affecting outcomes including some budget / financial management experience	A, I

Competent and experienced at Project Management. Confident covering all aspects of the project delivery lifecycle, including funding, planning and prioritisation, problem management and delivering data analysis projects on time, on budget and to a high standard	A, I
Advanced use of GIS, data analysis software (e.g. R, Python) and databases (e.g. Recorder 6, SQL Server, PostgreSQL/PostGIS) to view, manage, analyse and present data.	A, I
People management and partnership-working skills and experience	A, I
Understanding or experience of the local authority planning system	A, T, P, I
Availability to attend meetings, training events and sites in person and willing to work occasional evenings and weekends as required during peak periods of work.	A, I
Desirable Criteria	Assessed By:
Member of Chartered Institute of Ecology and Environmental Management and/or Institute of Environmental Sciences	A
Understanding / experience of biodiversity net gain in development	A, I
Understanding / experience of natural capital assessment	A, I
Experience of using a variety of social media channels to communicate with a wide audience and using it to promote organisations and events effectively.	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring



<input type="checkbox"/>	Other (please specify):	
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Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		



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