**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Biodiversity Officer |
| Salary: |  |
| Grade: | G9 |
| Hours: | 37 per week full-time  We are open to discussions about flexible working including part-time working and job share. |
| Team: | Landscape & Nature Recovery |
| Service Area: | Environment and Heritage  Environment and Circular Economy |
| Primary Location: | County Hall, Oxford OX1 1ND.  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 |
| Budget responsibility: | N/A |
| Responsible to: | Landscape and Nature Recovery Team Leader with supervision by Senior Biodiversity Officer |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| The post will be located within the Council’s Landscape and Nature Recovery Team, that includes landscape and green infrastructure specialists, a hosted countryside project and links closely into the wider climate change, natural capital, heritage, access and flood risk management activities of the Council.  The County Council has acknowledged that the county is facing a climate and ecological emergency. The importance of the natural environment has been recognised in the Fairer Oxfordshire Partnership’s recently adopted strategic vision for the county. Through the Oxfordshire Growth Deal the County Council is committed to delivering a significant programme of infrastructure investment, particularly in the highways sector, supported by ongoing development in the minerals and waste sector and strategic site development work being developed and delivered by the county council and other key strategic partners.  The Biodiversity Officer will play a key role in delivery of positive ecological outcomes through the Councils operational services, including providing on-site support in relation to avoiding and mitigating impacts on protected species, and priority habitats and species, advising on invasive aliens, and delivering biodiversity net gain and conservation management. This will include working proactively with colleagues to realise the Councils ambitions for the protection, management, and enhancement of the County Council’s Road Verge Nature Reserves, and wider verge management considerations.  Through supporting implementation of the Council’s emerging Biodiversity Action Framework, the Biodiversity Officer will play a key role in embedding biodiversity action across the Council, including through support and advice to OCC services responsible for land management, advice and awareness raising, internal processes and planning. This will include responsibility for collating information to meet requirements under the Environment Act 2021 for monitoring and reporting.  The Biodiversity Officer will also support colleagues in providing ecological inputs to the development management process for minerals and waste and infrastructure applications and will develop and implement systems to track and monitor delivery of biodiversity outcomes. |

## Job Responsibilities

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| * Work proactively across Council service areas to ensure that the Council’s obligations with regard the conservation and enhancement of biodiversity are met. Through a combination of: * Provision of training to across OCC to raise awareness of biodiversity * Specialist training to colleagues in OCC service areas involved in permitted development, structural maintenance or land management, to ensure colleagues are aware of legal requirements relating to biodiversity (including designated sites, protected species, priority habitats and species, irreplaceable habitats and biodiversity net gain). * Directly support OCC service areas seeking to carry out permitted development, structural maintenance, or land management. This will include advising on measures to avoid and mitigate impacts on protected species and priority species and habitats, invasive aliens, biodiversity net gain and conservation management. In relation to:   + - Development of schools and other buildings owned by OCC     - Highways maintenance work, particularly in relation to bridges and roadside ditches     - Highway and bridge improvement schemes     - Site management and development of closed landfill and civic amenity sites     - Woodland and tree management     - Land management in relation to public rights of way, National Trails and other countryside projects     - Road verge management * Undertake site visits and habitat surveys, including species surveys within your areas of competence, to inform the provision of ecological advice. * Support other OCC Service areas by providing ecological input on specifications and contracts for external ecological contractors. * Work proactively with Highways, colleagues and communities to implement an ecological approach to the management of road verges, and to protect, manage and enhance the network of Road Verge Nature Reserves and other road and path verges of habitat importance * Help develop and then implement internal systems to track, monitor and report on delivery of biodiversity outcomes, particularly in relation to Biodiversity Net Gain, the delivery of the Council’s duty to conserve and enhance biodiversity. * Support the Landscape and Nature Recovery team in implementation of the emerging Local Nature Recovery Strategy (LNRS), particularly in supporting OCC service areas to identify how they can have regard to, and help deliver, the LNRS. * Provide ecological policy and planning advice to the County Council within required timescales at all stages of the development process for external and Regulation 3 developments and other applications for which the County Council may be the determining authority. Support County Council representations on biodiversity matters at judicial review, public and planning inquiry, planning committee, public meetings and other consultation events. * Provide ecological advice to the Council’s development funding team to secure and spend developer contributions for biodiversity mitigation and net gain. * Provide ecological advice to the council’s planning development management team to support the monitoring and enforcement of planning conditions and legal agreements including the delivery of biodiversity net gain. * Support the wider Landscape and Nature Recovery team in development and delivery of the Council’s responsibilities under the Environment Act and to help meet the Council’s aspiration for improving green infrastructure and providing nature-based solutions to climate change. * Support Landscape and Nature Recovery team in providing advice for members of the public, councillors, local interest groups and others on biodiversity and ecological issues. Provide inputs to Freedom of Information and Environmental Information Requests involving biodiversity and ecological issues. * Maintain accurate records of time spent by activity on the County Council’s time recording / recharge system. * Provide ecological inputs to a high professional standard. Deputise for the Team Leader Biodiversity in their absence. * Contribute to the activities of the Landscape and Nature Recovery Team * Such other duties as might reasonably be required to promote the county council’s biodiversity ambitions. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| Essential Criteria | Assessed By: |
| Degree in relevant environmental discipline or equivalent experience in a relevant specialist field. | A, D |
| Knowledge and experience of ecological fieldwork, species and habitat identification and survey methodologies | A, I,P |
| Experience and knowledge of current legislation, policies and strategies related to ecology; specifically, how this applies to the development management process and operational services. | A, I, P |
| Experience and knowledge of protected species survey and mitigation requirements | A,I,P |
| Experience in the provision of ecological advice to contractors/engineers/plant operators. | A,I |
| Good knowledge of habitats typical to Oxfordshire and the ecological and land management processes needed to support a high level of biodiversity | A,I,P |
| Ability to write clearly and succinctly to convey key messages in a variety of formats and to a range of audiences. | A, I |
| Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people. | A, I , P |
| Showing initiative in analysing situations, negotiating and finding resolutions to problems. | A,I |
| Ability to undertake a diverse range of activities whilst working to deadlines. | A,I |
| Good understanding of planning and related legislation and regulations. | A,I |
| The ability to drive and the possession of a current driving licence, or ability to demonstrate an effective means of travel to and access remote areas of the county. | A, D |
| Desirable Criteria | Assessed By: |
| Experience in the provision of ecological advice in either public or private sector for the purpose of the development management process | A, I |
| Hold protected species licences (particularly for bats) | A,D |
| Qualified member of an appropriate professional body e.g. Chartered Institute of Ecology and Environmental Management. | A,D |
| Experience in use of the Defra Biodiversity Metric | A,I |
| Experience in using GIS, in particular ArcGIS | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# 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).

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

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|  | Other (please specify): |

October 2023