

Designation:	Assistant Biodiversity Officer
Grade:	Stroud 4
Hours:	18.5
Location:	Ebley Mill
Job Purpose:	To assist the Specialist Biodiversity Officer in providing ecological advice to the planning service to meet its legislative requirements and to help conserve and enhance the biodiversity heritage and interest of the District
Responsible to:	Specialist Biodiversity Officer
Responsible for:	No supervisory responsibility

KEY DUTIES

- To ensure the authority meets its statutory requirements in respect of biodiversity
- To advise colleagues, applicants/agents, Councillors and the wider general public on a wide range of biodiversity issues
- To collaborate with statutory agencies as required
- To assist the Specialist Biodiversity Officer with providing written comments on planning and other applications (as delegated by the Specialist Biodiversity Officer) regarding biodiversity matters, including drafting planning conditions and refusal reasons where necessary
- To provide comments and recommendations as a consultee on planning applications based on the mitigation hierarchy and where possible support the enhancement of the quality of biodiversity within new development
- Attendance at Development Control Committee as required
- To assist and support the Specialist Biodiversity Officer in investigating appropriate enforcement action in respect of any illegal or unauthorized development that may impact upon biodiversity and identified nature conservation interests
- To assist and support the Specialist Biodiversity Officer in the preparation of written appeal evidence and criminal prosecutions involving biodiversity matters
- Assist in the preparation of advisory material for publication, including application checklists, on the Council's website to educate and promote high quality nature conservation within the District
- Have up to date knowledge of planning and wildlife legislation, and update colleagues as necessary
- To undertake any other duties appropriate to the post and grade as may be assigned

SKILLS AND KNOWLEDGE

- Membership (or eligibility for membership) of Institute of Ecology and

Environmental Management (or working towards this) and be a Member of the Association of Local Government Ecologists.

- Have a good understanding of the legislation and planning policies governing biodiversity and other nature conservation issues.
- Knowledge and understanding of all aspects of nature conservation; protected species, national and European site designations and the legislation that governs them, site and impact assessment, ecological survey techniques and their evaluation, habitat creation and management techniques.
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker
- Ability to research and problem solve
- Committed to providing excellent customer service

COMPLEXITY AND CREATIVITY

- The district has a rich and diverse biodiversity heritage, with a variety of International, European and nationally designated sites and rare and protected species. You will require a detailed understanding of European and UK legislation, and its application, and demonstrate the ability to approach unique situations and problems with creativity and innovation.
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

JUDGEMENT AND DECISIONS

- Routine decisions day to day with all formal decisions being referred to line manager or delegated team.
- Responsible for making judgements on planning and other related applications and compliance with regulations

CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Members of the Public
- Applicants and Agents
- Town and Parish Councils

RESOURCES

- Little or no responsibility for financial resources.

TRAVEL DESIGNATION

- HMRC mileage rates apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.