

Designation:	Assistant Biodiversity Officer
Grade:	Stroud 4
Responsible to:	Biodiversity Officer
Service Area:	Planning (Development Management)
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

Honours degree or equivalent in relevant subject.

Membership of Institute of Ecology and Environmental Management (or eligibility for membership).

EXPERIENCE

Knowledge and understanding of all aspects of biodiversity and relevant legislation and policy.

SKILLS & KNOWLEDGE

IT literate.

Excellent written and verbal skills.

PERSONAL ATTRIBUTES

Committed to providing excellent customer service.

Ability to prioritise work and meet tight deadlines.

Ability to handle wide range of people with tact and clarity.
Excellent negotiation skills.

Ability to approach unique situations with innovation and creativity to ensure the conservation and enhancement of the natural environment of the district.

Use of car for business purposes.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

Planning qualification.

Membership of Association of Local Government Ecologists

EXPERIENCE

1 years experience working in local government or relevant nature conservation role

Experience of addressing and making presentations to groups of people

Attendance at a Development Control Committee/Planning Appeal

Knowledge of planning legislation.

SKILLS & KNOWLEDGE

Knowledge of Uniform IT system.

MS Office, Word, Outlook, and Excel

CORE COMPETENCIES

Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant on your customer, using effective listening with the ability to persuade and influence where appropriate.

Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, in line with policies.

Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

Innovating

You will be able to seek better, more effective ways of delivering services.

Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.