



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Nature Recovery Project Officer		
GRADE:	G8	SERVICE AREA:	Clean and Green
JOB CODE:	EEC40NATUG8		
REPORTS TO:	Parks and Countryside Operations Manager	LOCATION:	Environmental Depot, Brownhills and on site at various locations
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

The post holder will oversee part of the Waterways, Wildlife & Wellbeing Nature Recovery Network programme. An ambitious partnership between Walsall Council and The Canal and Rivers Trust (CRT), that will connect 7 priority waterways and 7 SSSIs across the West Midlands region, enabling nature and wildlife to thrive and communities to rediscover the unique local heritage and nature on their doorstep.

The Conservation Project Officer will deliver volunteering habitat management projects, let small capital projects, manage contractors to deliver woodland creation works and restore areas of heathland, lead on community development work and develop/implement interpretation and a biodiversity monitoring programme on multiple Local Nature Reserves and Open Spaces. **Pelsall Nest Common & Pelsall North Common; Clayhanger Common; Roughwood LNR; The Lea and Swannies; Moorcroft Wood and Reedswood Park**

2. Role specific duties and accountabilities:

Undertake the leadership and development of project activities and line management duties:

- Development of volunteering activities and work programmes to deliver nature based solutions identified by the project;
- Line management of a Kickstart placement;
- Oversee the recruitment, induction, training and support of Volunteers;

Alongside project partners develop and review a conservation management plan, which sets out a work programme for the restoration and management of existing and newly created habitats.

Act as champion for volunteering, encouraging active engagement with volunteers and community groups in the full range of the Waterways, Wildlife & Wellbeing Nature Recovery Network programme activities.

Supervise practical habitat restoration tasks to fulfil the project work programme including overseeing the letting and supervision of small works contracts to deliver nature based solutions identified by the project.

Work with colleagues across the Council, specifically the Healthy Spaces Development Officer(s) and engage with external stakeholders, including CRT, local friend's groups etc. to produce communications and advocacy plans that promote the work of the Nature Recovery Network programme.

Work with partner organisations to establish and implement a series of citizen science surveys / habitat survey programmes for the Nature Recovery Network programme areas.

Manage the project's budget (£140K) in accordance with funder's rules and administer, commit and spend grant monies according to Walsall Council procurement guidelines.

Deliver community engagement elements of the Nature Recovery Network programme, including educational activities, development and implementation of interpretation - onsite and virtual.

Maintain accurate records of the project's KPIs and achievements, submit claims and report on progress of the project to funders, the project partners and others as required.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Nature Project Recovery Officer		GRADE: G8
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: <i>(refer to JE guidance document)</i>		
Self-motivated with the ability to show initiative and work with minimal supervision	A/I	3
Ability to prepare and present information to a range of audiences	A/I	3
Proven ability to manage budgets	A/I	2
Good interpersonal skills	A/I	3
Ability to train and inspire staff, colleagues and volunteers	A/I	2
Able to work as part of a team, maintaining good relationships with colleagues and external contacts	A/I	3
Willingness to learn and to explore new ideas/approaches, and have the ability to evaluate and communicate outcomes	A/I	2
Able to respond to changes in priorities and deadlines	A/I	3
Ability to use basic GIS software to record, plot and provide plans associated project works	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Knowledge/Experience: <i>specify type, level and qualitative (not quantitative required); if any.</i>		
Experience of partnership and community working	A/I	2
Experience of project development and project management	A/I	3
Experience of planning and undertaking practical conservation tasks	A/I	2

Experience of line management	A/I	2
Experience of working with volunteers, particularly in a nature conservation context	A/I	2
Knowledge of woodland management including experience of establishment of new woodland	A/I	2
Knowledge of relevant legislation relating to nature conservation, trees and woodland	A/I	3
Experience of developing and writing small works tenders	A/I	2
Evidence of continuous professional development, particularly in one of the following fields voluntary sector / land management conservation / ecology	A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Relevant environmental / conservation based HND (minimum requirement) / graduate / post graduate qualification with relevant post qualification experience in delivering habitat conservation projects	A	3
Numeracy and literacy to A level or equivalent	A	3
Full Drivers Licence – Category B minimum	A	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Ability and willingness to work weekends and bank holidays	I	3
Prepared by:	Timothy Cleary	Date: 04/08/2021

