# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Biodiversity and Local Nature Recovery Manager

Grade: Band 10

Reports to: Head of Environment

Responsible for:

Directorate and Service area: Assets and Environment, Local Nature Recovery

## Purpose of the job

To manage and lead the continued development of the Local Nature Recovery Strategy (LNRS) for North Northamptonshire, and co-ordinate the development of processes to deliver the Council’s responsibilities to ensure a 10% net gain in biodiversity from new developments. The role will be instrumental in developing and delivering nature recovery projects working with local communities, land managers and partner organisations, as well as carrying out monitoring and providing technical ecological advice - playing a key role in conserving the area’s special habitats and species and enabling people to connect with nature.

To ensure the Council complies with statutory duties related to the enhanced biodiversity duty, managing the development and delivery of related policies, strategies and reports to manage land and improve biodiversity. Working across Council directorates including Planning Policy reporting directly to the Head of Environment.

## Principal responsibilities

1. Managing the continued development, review, presentation and delivery of the key LNRS objectives and updating the live document, including audit actions, mapping, land titles and licences. Administering and presenting at the LNRS Oversight Group alongside representing the Council at the Northamptonshire LNRS Delivery Group and Local Nature Partnership (LNP)
2. To be responsible for gathering information related to the service, supporting the production of management reports. Managing the collation of figures for performance monitoring of the services and action changes. Reporting to Members of the appropriate Executive Advisory Panels, and the BNG and LNRS Officer Working Group.
3. To develop, maintain and co-ordinate, a wide range of effective collaborations and partnerships, including with internal services; elected members; external organisations; residents and resident groups: Utilising, motivating, developing, and directing, skills and resources in support of the primary outcome.
4. To provide in depth expert knowledge of the delivery of enhanced biodiversity duty to enable continued service improvement and development, including the implementation and delivery of projects across the Council Estate, working in collaboration with Community Groups, Internal Stakeholders, Members, Charities, Business and External Funders.
5. To manage all elements of associated budgets for the service area, alongside all aspects of management not limited to recruitment, training, development and review of direct reports. Managing the continued development of the department, identifying opportunities for improvement and collaboration where appropriate.
6. To be the lead officer on all LNRS, BNG and associated policies as the Council or as the Responsible Authority as directed. Representing the authority in all matters relating to these policies at all board meetings as required.
7. Providing specialist expert advice and guidance where required as part the delivery of the Council's services to our broad range of customers including the Council's service teams (particularly Planning and Building Control), our councillors, town and parish councils, contractors, consultants, architects and agents, external groups and organisations, and the public.
8. To improve planning staff awareness of Biodiversity Net Gain, and how to recognise and assess the ability of sites to contribute to achieving a net gain of 10%. To lead in developing and delivering a clear strategy for Biodiversity Net Gain in North Northamptonshire.
9. Raising public awareness of Biodiversity Net Gain, associated legislation and best practice by ensuring provision of up-to-date information to our customers via our website and other forms of communication. Leading on accessible funding applications and project delivery of associated works and capital projects.
10. In conjunction with Planning Policy contribute to the design and production of the Local Plan.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**Ability to work collaboratively across service departments particularly those within the Assets and Environment and Growth and Regeneration.**

**A work pattern outside of standard office hours will be required including some Bank Holiday, morning, evening and weekend working.**

**Ability to travel between sites with access to own vehicle.**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Postgraduate Degree in relevant Environmental or Planning Discipline or level 7 equivalent.  Level 6 Technical qualification relating to ecology and habitat restoration  ILM Level 5 Management qualification | Use of Microsoft Office packages  ICT Skills  Project Management (PRINCE2 or AGILE) |
| Experience and Knowledge | Proven experience of partnership working and collaboration with success in conservation and nature recovery.  Advanced knowledge of Local Government policies and procedures  Practical knowledge of programming works.  Knowledge of budget control and management | 5 years’ experience of delivering Planning functions and standards across a multitude of landscapes. |
| Ability and Skills | The ability to converse at ease with members of the public and provide advice in accurate spoken and written English is essential for the post.  Ability and willingness to develop individual project ideas, and progress actions as required.  Ability to work as part of a team and organise tasks and work unsupervised  Attention to detail  Experience of dealing with customers (internal and external) verbally and in writing  Experience in analysing data & working with spreadsheets.  Ability to analyse situations, select appropriate solutions, and provide clear advice.  Ability to work under pressure.  Good IT skills | Report writing  Proven ability to develop and produce policy documentation |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | Full UK driving licence  Access to own vehicle to travel between work locations and Council assets |  |