

## JOB PROFILE

<b>Directorate:</b>	Customer Experience
<b>Service Area:</b>	Planning and Growth
<b>Job Title:</b>	Ecologist
<b>Grade:</b>	Grade E – PO1 (Career Grade)  (Bar at top of Grade E and SO2– progression to SO1 subject to attainment of full membership of IEEMA or CIEEM.  Progression to PO1 subject to experience.
<b>Post Number:</b>	M528
<b>Base/Location:</b>	Southfields Office
<b>Responsible To:</b>	Biodiversity Officer
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	Elected members, the public, stakeholders, customers and partners

### Job Purpose

- To act to conserve and enhance the Borough's Ecology, through the implementation and review of the statutory development plan for the Borough, providing professional advice to planning officers dealing with planning applications to secure Biodiversity Net Gain.
- To implement projects to improve the biodiversity of the Borough and in the provision of guidance to the Council and its customers upon the implications of new legislation, policy guidance and initiatives advanced by other bodies and agencies.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

<b>1.</b>	Provide professional advice on the integration of biodiversity within development projects and ensure that there is a consistent approach to the implementation of Biodiversity Net Gain across the Service.
<b>2.</b>	Provide expert advice to applicants for planning permission and to planning case officers within statutory and agreed timescales to ensure that development encounters no net loss in biodiversity in accordance with statutory and national/local policy and guidelines.
<b>3.</b>	To monitor the delivery of Biodiversity Net Gain against submitted biodiversity net gain plans and liaise and assist the Planning Enforcement Team in the conduct of investigations and the preparation of cases for enforcement action.

4.	Maintain the record, undertake surveys, and monitor the condition of the Borough's Local wildlife sites (LWS). Act, wherever possible, to ensure that sites important for nature conservation are conserved and enhanced.
5.	Commission and manage contractors in the preparation of environmental surveys of the Borough to ensure an up to date record of wildlife habitat.
6.	Prepare and implement management plans and habitat creation schemes as required and liaise with interested parties and supervise contractors/volunteers as necessary.
7.	Prepare and present reports to the relevant Council Committees on Matters relating to Ecology and related biodiversity matters.
8.	Liaise with the County Council to ensure the effective collection of data for and maintenance of the Leicester and Rutland Environmental Record Centre for Charnwood and oversee the Service Level Agreement.
9.	Liaise with other Council divisions, County Council departments, Town/Parish Councils and other external agencies and authorities on matters affecting heritage with attendance as necessary at meetings, presentations, and exhibitions.
10.	Assist other Team members to ensure agreed service related and corporate objectives are achieved as necessary.
11.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicator.
12.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
13.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

The post holder will be limited to Grade E until they attain membership of the IEEMA at which point the postholder will move to SO1. They will progress to SO2 subject to the following criteria being met and evidenced:

- 1) Evidence of knowledge and an ability to make sound judgements and recommendations/decisions on all planning applications and other applications with limited guidance and supervision.
- 2) Evidence that the post holder has sufficient Ecology experience and knowledge to be able to provide productive, accurate and consistent advice to other team members.
- 3) Evidence of an understanding of the way that Ecology relates to the wider objectives of service delivery and achieving the delivery of the Council's vision and objectives.
- 4) Good overall performance as evidenced through formal performance review processes.

The postholder may progress from SO2 to PO1 subject to the following criteria being met and evidenced:

- 5) Proven track record of processing and making recommendations on complex Ecology matters, including being able to take initiative and use their own judgement to make balanced and clear recommendations based on local and national planning policy and evidence.
- 6) Evidence of an ability to take proactive and positive lead on ecology matters and provide support to Development Management case officers as appropriate utilising a customer focused approach.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**In particular, it should be noted that the job is designed primarily to support the Development Management Service as part of the Natural & Built Environment Team. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of the Planning and Growth Service. Accordingly, the post may be seconded to assist other functions within the Service subject to overall demands placed upon it.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Prepared by:** Head of Planning and Growth

**Date:** March 2024

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	Essential	Desirable
<b><u>Qualifications</u></b>		
Degree or Diploma in a relevant discipline (e.g., town planning, architecture, building conservation).	✓	
Membership of IEEM or CIEEM.	✓	
<b><u>Experience</u></b>		
Significant relevant ecology related experience.	✓	
Practical experience in the protection and enhancement of ecology.	✓	
Experience of appeals or other quasi-judicial processes related to ecological matters.		✓
Appearance as an expert witness at public inquiry.		✓
<b><u>Skills / Knowledge</u></b>		
Demonstrate an understanding of major aspects of current legislation and Government advice relevant to wildlife habitat protection and biodiversity enhancement.	✓	
Able to write and present clear and concise reports in relation to more complex ecological matters.	✓	
Understanding of planning policy and the development management process.		✓
Able to use database and spreadsheet software.		✓
Relevant experience of Microsoft Office.		✓
Familiarity with GIS.		✓
The ability to converse at ease with customers and provide		✓

advice in understandable spoken English is a requirement of the post.		
<b><u>Interpersonal Skills</u></b>  Good verbal skills with the confidence and clarity to deal sensitively with delicate situations.  Negotiation skills.	✓  ✓	
<b><u>Other requirements</u></b>  Must be able to organise own work programme and contribute effectively to a team effort.  Must be willing and able to be flexible and adaptable.  Ability to be self-motivated.  Able to work under pressure and meet strict targets with minimum supervision.  Commitment to the delivery of excellent customer service.  An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.  Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.  To be able on occasion to work outside normal office hours.  To be able to travel throughout the Borough (may be using own transport).	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	

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