 **Role Profile**

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| **Job Title**  | Habitat Banking Project Officer |
| **Team** | Environment and Climate Change | **Grade** | 9 |
| **Reports to** | Climate Change & Sustainability Manager |
| **Date** | 2025 |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| 1. To write and deliver the council’s Habitat Banking Strategy in line with national and local policy.
2. To establish and oversee council owned habitat banks, and their management working alongside other service areas including finance, legal, planning, property & estates, parks & greenspace and other support services.
3. This includes the marketing of credits, ensuring that credits are sold at a competitive price and to fully understand the habitat banking market and requirements for developments within the geography of Arun
4. To generate an income through selling BNG offsite credits to developers and other interested parties.
5. To increase engagement and understanding around habitat banking with stakeholders, both internally and externally and engage with other officers across departments to support this work.
6. Explore other ecosystem services for the benefit of the environment and the local authority.
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**Key areas of focus:**

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| 1. | To write, develop and implement the council’s Habitat Banking Strategy (in line with Biodiversity Net Gain), supporting repetition across the council’s green spaces ensuring a large diversity of habitat types are available. Ecosystem services should also be considered in this progress. |
| 2. | To integrate habitat banking into council work and activities via planning frameworks, green infrastructure strategies, climate action plans, biodiversity action plans, and any other relevant activity. |
| 3 | To advertise council habitat banking opportunities to developers and interested parties to generate an income. This will include ensuring pricings are competitive and marketing and selling these credits.  |
| 4. | Develop and manage the council’s BNG habitat banking sites, including the production of business cases for additional council owned land. This includes working with landowners and other groups to facilitate the creation and long-term management of habitat banks and to identify and appraise land for use as habitat bank sites |
| 5. | Keep up to date with relevant legislation, guidance and good practice on biodiversity in order to help advise the council on service delivery and to inform responses to internal and external enquiries. This may involve briefing officers and members of the council and preparing and presenting reports to committees, as well as responding to detailed information requests and consultations.  |
| 6. | To maintain a high level of knowledge and expertise on requirements around habitat banking, biodiversity net gain and general climate change requirements. |
| 7. | To coordinate the development and registration of council habitat banks under Natural England or approved frameworks, including overseeing contracts, conservation covenants, or s106 agreements tied to habitat banking. |
| 8. | To maintain a local register of habitat bank sites, BNG units, and related legal agreements. |
| 9. | To actively engage with other officers across all areas of the council to establish a workforce that considers and supports the delivery of habitat banking. This will require in person attendance to meetings, site visits, general engagement and being present within the office.  |
| 10. | To undertake such other duties which fall within the range and capabilities of the post holder as directed by the line manager. This could include regularly reviewing funding opportunities to seek external support for projects. This may also include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team.  |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

Please note that due to the nature of this role this is a hybrid position and you will be expected to be in the office at least twice a week, more if/when required.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| Graduate BSc or equivalent experience in ecology, environmental management, biodiversity net gain or related subject | X |  |
| Experience in business case generation and financial management |  | X |
| Associate Membership (or higher) of the Chartered Institute of Ecology and Environmental Management |  | X |
| Masters (MSc) graduate or an equivalent specialism |  | X |
| **Experience** |
| Experience and a track record with project management in environmental work. | X |  |
| An understanding of biodiversity, habitat management, and ecological planning.  | X |  |
| Experience of engaging with internal and external stakeholder engagement and relationship building. | X |  |
| Experience in communicating complex information to non-specialist audiences. | X |  |
| Experience working with GIS mapping and ecological data. |  | X |
| Experience of working in the public sector/Local Government environment |  | X |
| Experience of tendering contracts, assessing bids and selecting suppliers |  | X |
| Competent IT user, particularly Microsoft Office software (n.b. Excel and Word) | X |  |
| **Knowledge** |
| A high level of specialist knowledge of the Environment Act 2021, BNG policy and habitat banking principles.  | X |  |
| A high level understanding of Biodiversity and nature-based solutions, and ecosystem services.  | X |  |
| Knowledge of legal mechanisms (e.g. s106, conservation covenants). |  | X |
| Well organised with proven creative and pragmatic problem-solving skills and ability | X |  |
| Highly skilled ability to produce engaging and understandable content around ecology and habitat banking which is assessable to both internal and external audiences and stakeholders. | X |  |
| Understanding of carbon offsetting or natural capital markets. |  | X |
| Analytical with an ability to critically appraise complex proposals to reach a balanced conclusion |  | X |
| **Behaviours** |
| Innovative: Identifies, designs and develops innovative programmes of work and processes for the department. Is responsible for or actively contributes to departmental strategies and continuous improvement. | X |  |
| Adaptability: Ability to remain flexible and resilient when encountering new or different circumstances and identifying solutions. | X |  |
| Self-development: Monitor progress of own and team’s objectives and looks for and encourages development opportunities. | X |  |
| Supportive: Builds a supportive work environment by being available, actively listening and providing constructive advice or suggestions. | X |  |
| **Competencies** |
| Collaborative working: Pulls the team together, can work in collaboration internally/externally to achieve an end result. | X |  |
| Critical Thinking: Able to consider different perspectives, and council needs and procedures in balance when making decisions and solving problems.  | X |  |
| Industry knowledge: Actively seeks out best practice and CPD to understand current issues related to the department, sector and profession to make informed decisions. | X |  |
| Initiative: Is resourceful and able to work and make decisions with limited supervision  | X |  |
| Problem solving: Able to identify internal/ external issues, consider solutions and implement to support objectives. | X |  |
| Organisation skills: Understands work of the wider team and feeds into supporting this alongside own work, making the best use of available resources. | X |  |
| Results Driven: Is clear about what they want from others and provides specific briefs offering support to deliver outcomes and calls out poor performance. | X |  |
| **Other**  |
|  | Yes | No |
| Does this role require a Basic/Enhanced DBS check? |  | X |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work?   | X |  |
| Does this role require a driver’s license and access to a vehicle? |  | X |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |