



Information pack for the post of Biodiversity Officer

Job reference number 1288
Closing date: 12 December 2025 (noon)
Interview date: 7 January 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of

employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Biodiversity Officer

Salary £31,368-£37,298 pa plus essential user car allowance

36 hours full time

Neighbourhood Services, which provides a high proportion of front-line services for Spelthorne Borough Council, including refuse collection, street cleansing and grounds maintenance, are advertising for a full-time Biodiversity Officer to work at our Whitehouse Depot in Kingston Road, Ashford and other Council owned sites.

Working within our busy Neighbourhood Services office, you will manage the SSSI's which fall under the council's management along with other sites of ecological significance. You'll also be responsible for the management of the common land in the borough.

You will lead on environmentally focused projects as required to meet statutory duties and enable community participation. You will also provide a primary point of contact for general ecological queries both externally and internally.

Please note that as part of the employment checks, this post has an essential car user allowance attached to it. A valid driving licence, and access to a vehicle insured for business use will be required.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

If you would like more information on this role, please speak to Catherine Munro on 01784 446317.

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To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Spelthorne Borough Council Job Description



Date Prepared: September 2017
Updated: November 2025

Post Title: Biodiversity Officer
Post Number: 2346 Grade: 5/6
Service: Neighbourhood Services
Section Head: Jackie Taylor
Report To: Catherine Munro

General Duties: Manage the SSSI's which fall under the council's management along with other sites of ecological significance. You'll also be responsible for the management of the common land in the borough. Complete environmentally focused projects as required to meet statutory duty and enable community participation. Provide a primary point of contact for general ecological queries both externally and internally.

Essential Requirements: Good knowledge of nature conservation legislation and management techniques.

General Responsibilities: **Equal Opportunities:** The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR: The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety: The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular Duties:

1. Liaise with other departments and organisations such as, Natural England, Surrey County Council, Surrey Wildlife Trust, Environment Agency, Surrey

Biodiversity Partnership, Commoners, Moor Masters, Groundwork Trust, Brett Aggregates, Staines Commons Limited, Network Rail, sub- contractors, open space and commons user groups and local press to ensure compliance with nature conservation legislation, manage sites, complete projects, and engage residents on wildlife issues.

2. Provide advice as necessary with regards to the management of trees on the Council's land and appoint and liaise with contractors as required
3. Work with the Parks Maintenance department for the obtainment of Green Flag status as necessary including the producing of management plans for the open space
4. Ensure contracts obtained meet the Council's standing orders and financial regulations.
5. Engage with contractors and consultants through preparing briefs and specifications as and when required. Oversee and monitor these works as required.
6. Monitor expenditure against targets and budgets. Ensure that spend matches budget at the end of the financial year.
7. Apply for Higher Level Stewardship on SSSI's and other eligible sites, and ensure compliance with the scheme once agreed. Ensure all conservation objectives and management targets are met for SSSI sites as is reasonably possible.
8. Identify other parks and open spaces suitable for nature conservation projects and/or ongoing management, prioritise these and write and implement management plans as appropriate to meet Biodiversity action Plan targets.
9. Ensure seasonal management work is organised and carried out as necessary on Common land, SSSI sites and other target areas.
10. Seek external funding for special projects within SSSI's and other sites in borough.
11. Continue to seek Local Nature Status for sites in the borough as necessary
12. Undertaking sites visits and reactive call outs within office hours and undertaking appropriate action. Provide a list of contractors and interested parties for contact for out of hours issues
13. Develop project ideas, liaise with relevant stakeholders, and source both internal and external funding for successful completion.
14. Attend relevant meetings e.g. Staines Commons Steering Group, Commoners Committee, Natural England, Friends of Sunbury Park, DEFRA etc. as instructed by Deputy Group Head
15. Enforce byelaws on Commons.
16. Produce and help implement management plans for the Council's open space as required
17. Raise residents' awareness of the Council's commitment to nature conservation through regular press releases on projects, Borough Bulletin articles, preparing and delivering talks and presentations on wildlife issues in the borough, attendance at community meetings, and one-to-one communication as necessary.
18. Liaise with Surrey County Council and the Surrey Nature Conservation Liaison Group to report on: Active Management of Local Sites, Green infrastructure and progress on Biodiversity Action Plan.
19. Implement current management plans in line with internal and external guidelines i.e. Surrey Wildlife Trust

20. Ensure Council is meeting its statutory duty to conserve and enhance wildlife as required by the Natural Environment and any other statutory Acts or external bodies
21. Act as Council liaison to all community groups with an environmental remit, e.g. Spelthorne Civic Pride Volunteers, Egham and Staines Conservation Volunteers, Spelthorne Natural History Society, Spelthorne Tree Wardens.
22. Write and implement a Spelthorne Biodiversity Action Plan/ action plan summary. Revise and update when applicable.
23. Liaise with the Planning Office to ensure compliance with Protected Species legislation, Habitat Regulations, and other relevant nature conservation legislation. Provide ecological advice on complex and Council-endorsed developments.
24. Carry out such other duties as may be required by your Group Head appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Biodiversity Officer

Post Number: 2346

Key Job Requirements		Desirable/ Essential	Testing Mechanism
1. Skills			
General horticultural skills		Essential	Interview/app form
Writing of open space management plans		Essential	Interview/app form
Writing of internal council reports		Desirable	Interview/app form
2. Experience			
Previous experience of managing user/residents groups		Essential	Interview/app form
Working in both an office and a horticultural environment		Essential	Interview/app form
Appointing and managing contractors		Essential	Interview/app form
3. Knowledge			
Knowledge of tree management		Essential	Interview
Good knowledge of the borough		Desirable	Interview
Commons and SSSI statutory obligations		Essential	Interview/app form
4. Qualifications			
Degree or equivalent in biodiversity or open space management		Essential	Interview/app form
Current driving licence		Essential	App form
Tree Management		Desirable	Interview/app form
5. Personal Qualities			
Flexible		Essential	Interview
Being able to work on their own and as part of a team		Essential	Interview/app form
Ability to communicate at all levels		Essential	Interview