

Job Description

Position Details

Position:	Local Places for Nature Assistant
Directorate:	Neighbourhoods and Environment
Service:	Natural Environment Team
Position no:	BG18264
Grade:	Grade 5 (£29,540 - £32,597 pro rata/per annum)
Hours of work:	37
Work style:	Agile Worker
DBS required:	Enhanced Disclosure
Contact:	Nadine Morgan
Date:	15/05/2026

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: The County Borough Ecologist

Responsible for:

To support delivery of the Local Places for Nature programme, helping deliver and promote projects that enhance biodiversity and promote community engagement in Blaenau Gwent.

Principal Accountabilities

1. To assist the Nature Recovery Officer implementing a wide scheme of biodiversity projects across the county borough. Working in partnership with local community and Local Nature Partnership members. It will include support through practical delivery, data management, engagement and encouraging volunteering.
2. To assist with the supporting of community groups and its members to ensure its effective coordination which will help contribute to delivering the overall priority actions underpinned by the Local Nature Recovery Action Plan (LNRAP).
3. To support the community to undertake biodiversity projects and promote engagement opportunities in line with the LNRAP.
4. To provide ecological advice and support to partner organisations in the delivery and implementation of the local Nature Recovery Action Plans.
5. To promote Local Places for Nature Projects and raise awareness of local biodiversity through the implementation of Local Nature Recovery Action Plan priorities.
6. To seek opportunities for resources that are available and that may support each Local Places for Nature Projects such as funding which will contribute to safeguarding species and habitats.

7. To work alongside to the Natural Environment Team and others to help implement and biodiversity projects across Blaenau Gwent as and when required.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Degree or equivalent in Environmental science or related field	E	A/I
Post graduate qualification in environmental science or related field	D	A/I
Membership of IEEM/ALGE or IBIOL	D	A/I
IT literate	E	A/I
Experience		
Experience of working in ecology/nature conservation	E	A/I
Knowledge / Skills		
Professional and efficient with excellent interpersonal skills.	E	I
Good verbal and written communication skills	E	A/I
Enthusiastic and helpful when dealing with staff, service users, other departments and external organisations.	E	I
Hardworking with a flexible approach to work	E	I
Commitment to the principles of confidentiality	E	I
Knowledge of ecological systems and wildlife legislations	E	A/I
Knowledge of Biodiversity conservation including Local Nature Partnerships	E	A/I
Ability to work under pressure and to prioritise work to ensure deadlines are met.	E	A/I
Ability to work as part of a team and on own initiative	E	A/I
Organised and committed to achieving high standards	E	A/I
Habitat management skills	E	A/I
Habitat and species identification and recording	E	A/I
Special Working Conditions / Requirements		
Possess a full driving licence and have own transport	E	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	A/I/PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I/PP
Sees tasks through to completion whenever possible	I/PP
Seeks help if workload becomes unmanageable	I/PP
Uses initiative to report issues that arise that impact on others	I/PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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