

Job Family:	Partnership & Commissioning - Front Line – Process knowledge	Grade:	7
Job Title:	Beddington Farmlands Warden	Directorate:	EHR
Date:	May 2019	Version:	1:1

Role Profile - Details Specific to Job Family

These roles focus on working in partnership with the community to identify outcomes and then to work with third parties and the community itself to design and commission services to best meet the needs of the citizens and communities in Sutton. These roles are accountable for the outcomes but jointly with partners and often with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results.

At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

Role Profile - Details Specific to Grade

Working within established frameworks and procedures but with the freedom to apply professional judgement to solve problems. Roles will be a mix of supervisors and individual contributors. Work will be reviewed on an ongoing basis for fit with requirements.

Roles requiring a level of process expertise to liaise with internal or external partner organisations

Brief Description of job role and department

- To assist with the management and maintenance of nature conservation works at Beddington Farmlands, in cooperation with the Site Owners (Viridor)
- To lead, develop and supervise volunteers / interns / work experience etc. in practical habitat management and field surveys at Beddington Farmlands
- To act as an on-site ambassador for nature conservation at Beddington Farmlands for LB Sutton, in liaison with Viridor and other stakeholders

Representative accountabilities

- Collect and analyse information from a variety of sources and carry out analysis to assist more senior colleagues.
- Regularly communicate with partners and service providers to share information and build working relationships to support collaborative working.
- Where relevant manage a small team of staff to ensure they are delivering services within agreed standards.

Budgetary accountabilities

- In conjunction with the Senior Biodiversity Officer, assist in monitoring the budget for the S106 Warden obligations, ensuring that resources are utilised efficiently and that services provided are within the approved budgets levels.
- Maintaining a database of spend and reconciliation against the S106 budgets for the post.

Specific accountabilities

- To assist in the organisation and delivery of a year round programme of habitat management to deliver habitat enhancement and / or creation, in line with the Restoration Management Plan (RMP) and the Conservation Management Scheme (CMS)
- To liaise, work closely with and report to the Senior Biodiversity Officer on all aspects of the restoration, creation and management of habitats at Beddington Farmlands to ensure the successful delivery of the RMP and CMS

- To organise and deliver appropriate and timely practical habitat management across all created and restoration habitats with a wide variety of hand tools and power tools (such as chainsaws, brushcutters, tractor and attachments) and to undertake pesticide work, as necessary
- To undertake and assist in faunal and floral surveys and monitoring of the practical habitat work, record and share all data appropriately and modify works accordingly.
- To assist the Site Owners in the creation and update of management plans and work programmes to deliver the RMP and CMS objectives
- To provide update reports and consideration of restoration, creation and management techniques to the Conservation Science Group (CSG) for discussion and approval and to provide brief update reports to the Conservation and Access Management Committee (CAMC) on works undertaken
- To assist in the promotion and publicity of Beddington Farmlands to the public for opportunities to be involved in nature conservation, in cooperation with the Site Owners i.e. by organising and leading on public facing guided walks and talks, through producing promotional materials, engaging via social media and keeping mailing lists updated
- To work competently and confidently on a daily basis under own supervision and initiative at a remote location from the Senior Biodiversity Officer, to cooperate fully with Viridor staff and policies and to find solutions to operational and site based challenges
- To ensure all Site Owner and LBS health and safety standards are adhered to for the relevant work area, including child protection and DBS, as necessary
- Apply equality and diversity policies in the workplace.

Person specification (knowledge, skills, experience and behaviours required in the role)

- At least 3 years' practical experience of habitat creation, restoration and management on a variety of habitat types, especially wetlands and grasslands, including grazing management - E
- Understanding of the principles of ecology, the practice of nature conservation and the experience of creating management plans for a variety of different sites and habitat types - E
- In depth knowledge of at least one taxonomic group (preferably ornithology or botany) and good general identification skills; competence to undertake a variety of species and habitat surveys (Phase 1, Condition Assessments, NVC); ideally assessed as FISC level 3 or 4 - E
- Understanding of the Planning system and UK Legislation in regards protected and priority habitats and species - D
- Experience in organising, leading and motivating volunteers, including dealing with health and safety, data protection / GDPR etc. - E
- Appropriate licences for practical and / or survey work (e.g. chainsaw, tractor, pesticides, EPS, as required to fulfil the role) - E
- Ability to interpret and analyse data from different sources to produce meaningful information in the form of work programmes and briefing notes - E
- Qualification in relevant biological / ecological discipline or equivalent experience - D
- Good communication skills and demonstrable experience in engaging members of the public, through: guided walks & talks, organising events, responding to written and telephone enquiries, running consultations, designing interpretation boards etc. - E
- An appreciation of varying personal and political interests in site management, especially with public access and operational requirements, and an ability to work and negotiate sensitively in such circumstances. - D
- High levels of organisation to ensure service delivery under time and financial constraints - E
- Good ICT skills, utilising available systems to work effectively and from various sites. - D
- To build effective relationships across teams and organisations & to develop ideas and working practices to deliver on outreach and financial targets. - E

Responsibility for supervision/management of people

Please give details below:

1. Supervises volunteers and volunteer groups as well as supporting groups of volunteers to take on unassisted works
2. This role is primarily based at Beddington Farmlands, for which an office is provided. Work at Denmark Road offices will also be necessary (roughly 1 day per week)

