



ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

Biodiversity Officer

Grade H

Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs employees who thrive in an agile and networked organisation and who can support continuous improvement within a constructive organisational culture.

All major contracts operated by the Council including, but not limited to, Waste, Green Spaces, Parking Facilities Management and Leisure, are delivered through the Contracts and Commercial unit for efficient and effective delivery.

The role reports directly to the Green Spaces Development Manager, and is responsible for effectively managing, developing and promoting activities relating to conservation and ecology in parks, open spaces, conservation areas and trees. However, the role will work closely with colleagues across the organisation, particularly in our Neighbourhoods, Strategy, Planning and Regeneration teams.

Key activities

Performance

- Works with manager and colleagues to define outcomes, set targets and monitor performance, within a culture of continual improvement
- Supports operational plans to ensure that the resources within the teams are used to best effect and impact

Customers and Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion

Digital/New Ways of Working

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- Uses new technologies, particularly Google, to adopt modern, agile working practices, improve customer service and eliminating paper-based processes wherever possible.

Delivery

- To work in partnership with Council officers, elected Members, community groups, NGOs and other stakeholders regarding issues relating to parks, open spaces, conservation areas and trees.
- To act as the first point of contact for community groups, deal with enquiries by letter, telephone or in person, and to give advice on conservation, ecology, biodiversity, environmental and community development matters to members of the public, elected Members, other departments and external organisations.
- To work in partnership with stakeholders to develop and deliver a year-round programme of activities and events with regard to conservation and ecology in Kingston
- To develop and implement the Biodiversity Action Plan in liaison with other organisations and stakeholders, and to monitor, review and update as required
- To carry out site inspections and develop management plans for conservation sites, Local Nature Reserves and parks and open spaces
- To increase the public's understanding of local wildlife and promote opportunities for their participation in monitoring the flora and fauna within the borough.
- To be responsible for providing comment on environmental aspects of planning applications, oversee delivery of specialist advice as required by the planning team, and to contribute to updates to the Council's Planning Policies.
- To support the Council's wider corporate commitment to tackling the issues of climate change and poor air quality
- To assist with the management and application for agri-environmental schemes, including their delivery, and claiming subsidies
- To source and prepare funding bids for applications with particular focus on conservation, ecology, biodiversity and environmental opportunities.
- To manage and deliver the objectives of various funding bids, such as in relation to finances, reporting, staff and tasks, ensuring that projects are delivered on time.
- To give advice and prepare internal and external reports on conservation, ecology, environmental and community development matters.
- To prepare plans, schedules, specifications, service level agreements, reports, maintenance and estimates for conservation, ecology and environmental works as necessary for implementation by authorised contractors and volunteers
- To set contract specifications in relation to conservation sites and Local Nature Reserves and liaise with the contractor in relation to specific grounds maintenance issues

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- To respond to consultation documents from the Mayor of London or other agency, in respect of biodiversity and nature conservation, as necessary
- To be conversant with all aspects of current ecology and conservation practices including pests, diseases and appropriate treatments
- To promote and publicise biodiversity and nature conservation activities by producing and promoting relevant communication material
- To complete site based Phase I Habitat Surveys and Net Gain Biodiversity Assessments as required
- To support the Environment Team in undertaking visual checks of pests and diseases, such as Oak Processionary Moth, on Council-owned trees.
- To organise, lead and supervise tasks, activities and events on Council-owned land, supervising temporary staff and volunteers as required
- To promote and coordinate community development and volunteering, ie Tree Warden Scheme, Friends of groups, and support groups to maintain sites
- To ensure all health and safety standards are adhered to for the relevant work area, including lone working, child protection and DBS
- To undertake any other duties as directed by management which are relevant to the grade of the post in order to achieve the objectives of the Corporate and Commercial Unit.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of team working and service delivery

NB The requirements of this post could include attending meetings and other events outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Question and challenge ways of working, with an understanding of the bigger picture in terms of the corporate context and external environment
- Demonstrate agility and adaptability in mindset and ways of working
- Work successfully with key stakeholders within and outside of the Council
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate innovation and creativity

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- Actively engage in positive cross organisational communications and team working
- Communicate clearly, confidently and appropriately with colleagues using the best methods of communication for the task.

Role specific skills:

- Qualification in relevant biological/ ecological discipline or equivalent
- Experience of developing and maintaining productive and collaborative working relationships with a wide range of community groups and volunteers
- Considerable experience of working in a nature conservation/ ecology position
- Ability to produce work schedules, contract specifications and management plans for conservation sites
- Stakeholder management skills and a focus on customer satisfaction
- Understanding of commissioning and procurement exercises in a large organisation
- Good level of numerical, literacy and analytical skills
- Experience in securing external funding and managing budgets
- Knowledge and understanding of UK legislation and planning policies with regard to biodiversity, habitats and species

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do.

Underpinning this are the following values:

Innovative:

- Promote a culture that encourages creativity
- Embrace new ideas and ways of working
- Ambitious to push the boundaries to realise potential

Open:

- Respect and recognition - everyone has a voice that is heard and we are all valued
- Collaborative - working together with new and existing partners
- Empowering staff and residents to encourage informed decision-making

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- Inspire trust by acting with integrity in all we do

Smart:

- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence