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|  | **POST TITLE:** | Cold Blooded & Spineless Officer |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 10  Job Evaluation Ref No: *N8894* |
|  | **LOCATION:** | Your normal place of work will be North Pennines AONB Partnership’s office in Stanhope. However, you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Biodiversity Lead, North Pennines AONB Partnership.

1. **DESCRIPTION OF ROLE:**

To co-ordinate the delivery of the Cold Blooded & Spineless project on behalf of the North Pennines AONB Partnership. Duties and responsibilities will include the promotion of the Cold Blooded and Spineless project, recruitment of participants, facilitation of and support for new groups, delivery of invertebrate identification training and survey events, data management, liaison with project partners, fundraising for small projects and communication of results to the public.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

The post holder will be required to:

* Manage the Cold-blooded and Spineless Community Engagement Contractor(s) to ensure the delivery of an effective invertebrate-themed community arts programme
* Ensure appropriate expenditure on elements of the programme within the postholder’s remit.
* Report, as required, to relevant bodies of the North Pennines AONB Partnership and its partner authorities on issues and action in the North Pennines AONB for which the postholder is taking the lead.
* Help to ensure that action undertaken within the AONB is consistent with and complementary to the purpose of AONB designation / UNESCO Geopark status.
* Supervise such contractors as may be appointed to develop specific projects within the officer’s main areas of responsibility.
* Undertake other duties as required, consistent with the responsibility level of the post, as directed by the Biodiversity Lead.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations. These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification – Cold Blooded and Spineless Officer (Grade 10)**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Degree or equivalent, in ecology, environment, biological sciences, land management, or related subject. | Membership of a relevant Professional Body. | Application form  Selection Process  Pre-employment checks |
| **Experience** | Significant experience of:  Successful working on biodiversity projects  Working with biological recorders and record centres  Organising and co-ordinating workshops and events  Project and budget management  Working with volunteers  Successful funding applications to a variety of sources and for a variety of projects  Working in a small team  Writing detailed reports  IT software packages such as Excel and Word | Experience of:  Multi-partner project development and management relating to the environmental education.  Dealing with a broad range of people, but particularly upland communities and their representative organisations.  Protected landscapes and their management.  Advanced use of Excel & Word  Familiarity with ARC GIS and iRecord  Use of databases and website content management software  Experience of invertebrate survey and recording  Experience of managing short-term contracts involving the community to deliver specified aims | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | Ability to communicate effectively both orally and in writing.  Ability to develop partnerships and co-operation between organisations and individuals  Ability to undertake work with community groups and local societies.  Of biodiversity issues in the North Pennines.  Of natural beauty conservation and rural issues, particularly those affecting the uplands and surrounding protected area management | Knowledge of the needs of the community and environments in the uplands.  Of invertebrates found in the North Pennines | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | Access to a car or means of mobility support (if driving must have a current valid driving licence and appropriate insurance).  Ability to work using own initiative, to generate ideas and to motivate others  An organised approach to work and a capability to work under pressure of deadlines  Ability to organise / prioritise a heavy workload  Ability to develop ideas and present them persuasively  Self-confidence, reliability and self-reliance and the ability to work without close supervision.  Willingness to work outside normal office hours on occasions. | A personal commitment to and interest in the conservation of upland environments. | Application form  Selection Process  Pre-employment checks |