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| **Job Description** |
| **Post title** | Heart of the Pennines Forest – Data & Administration Officer |
| **JE Reference No** | N11297 |
| **Grade** | 8 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Nature Recovery Manager |
| **Location** | Your normal place of work will be AONB Office, Stanhope but you may be required to work at other AONB Partnership offices and facilities from time to time. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the delivery of the Heart of the Pennines Forest (HotPF) project behalf of the North Pennines AONB Partnership.

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| **Duties and responsibilities** |

* To provide administrative support to up to 7 members of staff employed across three organisations in delivering the Heart of the Pennines Forest programme, including to the Nature Recovery Manager and to the advisory board and other sub-groups which they will lead as part of the project.
* To assist the Woodland and Tree officers with woodland creation grant applications and related paperwork and filing, including the production of maps and mapping using GIS software and internally and externally held data.
* To monitor expenditure against the programme budget and provide regular updates on progress towards programme spend
* To help prepare reports and papers for the Advisory group, funders and other bodies
* To process claims and payments
* To support project and programme level evaluation, including reporting to our funders and the AONB Partnership.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Nature Recovery Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * A degree or equivalent qualification in any subject, and/or significant experience of administrative work in a conservation setting
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| Experience | **Significant experience of**:* Supporting the delivery of conservation projects and programmes through administrative duties and communications
* Administrative systems and practice, including the management and reporting of income and expenditure through local authority systems
* Development of systems to support project monitoring and management
* Working on multi-partner projects
* Taking accurate confidential minutes
* Producing accessible text for publications including blogs and websites
* Writing detailed and accessible reports.
* Using IT software packages such as Excel, Word, Adobe Acrobat and GIS
 | * Producing reports to funders/partners
* Managing budgets for multi-year projects
* Familiar with the GIS software ArcGIS
* Working on woodland creation projects
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| Skills & Knowledge | * Knowledge of and ability to communicate effectively with farmers and other land managers.
 | * An interest in and empathy towards the farming and land managing community.
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| Personal Qualities | * Considerable tact, and the ability to manage confidential information relating to grants and projects
* Ability to work using own initiative, and develop new skills as required
* An organised approach to work and a capability to work under pressure of deadlines.
* Ability to meet the transport requirements of the post.
* Willingness to work outside normal office hours on occasions.
 | * A personal commitment to and interest in the northern uplands
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