

# Newcastle City Council

## Job Description



**Post Title:** Ecology and Environmental Design Officer (A4646)

**Evaluation:** 549 Points **Grade: N8**

**Responsible to:** Planning Team Manager

**Responsible for:** N/A

**Job Purpose:** Provide specialist advice on ecology and biodiversity issues and nature conservation issues for both internal and external clients and on ecology and wildlife implications of corporate plans, strategies and initiatives

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Providing specialist ecological advice and guidance at an advanced level in relation to implementing and enforcing the Council's responsibilities for protected species and habitats, designating and monitoring local wildlife sites and maintaining and reviewing records re habitats and species.
- 2 Responding to and giving specialist advice on ecological and biodiversity issues from agents, members of the public, Councillors and internal colleagues
- 3 Undertake specialist surveys in accordance with accepted national standards in areas including (but not exclusively) trees, nesting birds and bats. Compile the results into reports for use by others.
- 4 Commission or carry out survey work of habitats and sites of biodiversity interest. Undertake stakeholder involvement and consultation.
- 5 Monitor changes in wildlife legislation and regulations and provide appropriate advice and training for colleagues and the public where necessary.
- 6 Providing expert advice in relation to ecology for planning appeals including preparation of statements and appearing at court, Hearings or Public Inquiries when required.
- 7 To prepare and contribute to development, implementation and review of divisional and corporate policies, procedures, guidance and programmes including the Local Development Framework, Directorate Service Plans, Biodiversity Action Plan , Climate Change Strategy, Green Infrastructure Strategy and Wildlife Enhancement Network and taking the lead on specific topic areas.
- 8 Manage / deliver projects, including design, using relevant knowledge of procedures, organisational policies and external legislation.

- 9 Responsible for meeting agreed deadlines that are regularly unpredictable checking the accuracy of own work and that of others.
- 10 Represent the service area at meetings / working groups both within and external to the City Council.
- 11 Contribute to the setting and monitoring of budgets including accountability for the effective expenditure of large budgets.
- 12 Use of specialist IT software associated with the delivery of ecological surveys and design projects.
- 13 Communication of complex and contentious information to a range of audiences both orally and in writing.
- 14 Prepare educational and interpretational material and organise and implement events to promote ecological issues and the Biodiversity Action Plan.
- 15 To develop and maintain effective working relationships on biodiversity and ecological issues with key stakeholders, agents, members of the public, Councillors and internal colleagues.
- 16 As a team member to represent the Team Manager or Head of Development Management as requested at City Council Committees and at internal and external meetings and to appear at Public Inquiries or Public Meetings to present the Authority's or Directorate's case.
- 17 Assist the Team Manager in ensuring that the Team meets its performance targets set out in Directorate Service Plan and relevant Corporate documents.
- 18 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 19 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.