

Job Description

Post Title	Peatland Support Officer
Job Evaluation	N10112
Grade	9
Service	Neighbourhoods & Environment
Service Area	Environment – North Pennines National Landscape
Reporting to	Peatland Programme Manager
Location	Your normal place of work is North Pennines National Landscape;s Office, Stanhope, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (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

Description of role

The post-holder work on the North Pennines National Landscape's Peatland Programme team in a supportive role to the Field Officer. The post holder will be able negotiate with landowners, keepers and agents access for restoration work. To survey and develop specifications for peatland restoration contracts and to supervise and manage peatland restoration contractors.

Duties and Responsibilities

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

- The emphasis of the role will be on working with the Peatland Programme's Field Officer to deliver an ambitious programme of peatland restoration projects in the North Pennines.
- Help identify areas and make initial contact with landowners/ keepers for peat restoration projects. Being able to build good working relationships is essential.
- Undertake surveys and support Field Officers in the development of job specifications for restoration work.
- Assist the Field Officer with planning, mapping and carrying out the bare peat management plans.
- Assist the Field Officer with managing contractors and checking completed work.

- Carry out monitoring on existing and new bare peat sites.
- Any other duties commensurate with the grade as directed by Peatland Programme Manager.

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.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Educated to degree level in a nature conservation or a related field or equivalent.	• CPD Training or courses in upland flora and fauna identification
Experience	• Working with landowners, farmers and/or gamekeepers. • Working in harsh upland environments. • Of contract management. • Working outside, often alone in a remote and harsh environment. • Organising volunteer events.	• Of Peatland restoration techniques. • Of working in a small team. • Surveying of Peatland ecosystems. • Surveying of Peatland ecosystems. • Vegetation monitoring using quadrat sampling.
Skills and Knowledge	• Surveying of vegetation. • Use of GIS (ARCMAP 10.x) and GPS units. • Fluent in the use of Microsoft Office. • Report writing. • Ability to organise / prioritise a heavy workload and work under pressure of deadlines. • Knowledge of the concept of Ecosystem Services provided by Peatlands. • Knowledge of the issues facing Peatlands in the UK. • Knowledge of sensitivities around Peatland restoration with stakeholders. • Knowledge of natural beauty conservation and rural issues, particularly those affecting the uplands and surrounding Protected Area management.	• Web authoring. • Presentation skills, verbal and PowerPoint. • Knowledge of the needs of the community and environment in the North Pennines. • Knowledge of Protected Areas and their management. • Knowledge of national and local policy initiatives for rural areas. • Knowledge of conservation and land management issues. • Knowledge of Peatland vegetation types.
Personal Qualities	• Access to a transport that can be used for work. • Ability to work using own initiative and to generate 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 occasion. • Political awareness of upland management issues. • Needs also to be practical and to have considerable tact on occasions. • Needs to be articulate, presentable pleasant and capable of making a positive impact on the area and its communities.	

