

1. IDENTIFICATION OF JOB

JOB TITLE	Planning and Biodiversity Officer (Northamptonshire)
RESPONSIBLE FOR	N/A
SALARY	This post is offered on a 2-year fixed term contract with possible extension subject to funding. The post is offered on a full time basis, with starting salary between £16,500 - £18,500 pro rata.

The Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough is among the largest of 47 Wildlife Trusts across Britain and a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. Our mission is to bring people together to take action for wildlife.

We require an experienced ecologist to join our Northamptonshire Wider Countryside team based in Northampton. The post-holder will be contributing to the delivery of BAP targets and wildlife enhancement through guidance within the planning process, biodiversity project work and liaison with landowners and other agencies. Significant housing and infrastructure growth is planned for the County over the next 20 years and it is essential that the current biodiversity resource is identified and enhanced. The Wildlife Trust is responsible for the management of the Wildlife Site system in Northamptonshire and is well placed to guide the planning of development to achieve overall biodiversity gain. The Wildlife Trust is assisting in the delivery of a Biological Records Centre for the County, and data from these surveys will be managed by the NBRC.

2. OVERALL PURPOSE OF JOB

To work within the team to implement the Wildlife Trust's development plan as it relates to the Wider Countryside within Northamptonshire. To help guide the planning of development and to contribute towards the running and delivery of the Biodiversity Action Plan and the County Wildlife Sites system.

3. MAIN RESPONSIBILITIES

- Work as part of a team of six staff promoting biodiversity enhancement through planning gain and landowner liaison across Northamptonshire.
- Support the delivery of Biodiversity Action Plan targets as they relate to the Wildlife Trust within the project area.
- Update the county BAP and report Wildlife Trust BAP delivery to the Biodiversity Action Reporting System.
- Liaise with landowners to gain access permissions for survey, and offer management advice where appropriate.

- Produce Site Survey Reports and ensure appropriate data management.
- Updating and reporting on the Local Wildlife Sites System including the use of MapInfo GIS system.
- Carry out some habitat and species survey and site assessment in conjunction with the Wildlife Sites team.
- Help to identify potential new reserves, reserve extensions and linkages, and opportunities for habitat creation within the project area, as outlined in the Trust's development plan.
- Keep Trust members informed of progress through members' forums and the Trust's members' magazine.
- Assist other Wildlife Trust Officers in their duties as appropriate, and undertake all other duties appropriate to the post as delegated by the Conservation Officer (Northants).
- Contribute to general office working and any other duties as appropriate.
- Maintain an awareness of Health and Safety.

4. Person Specification

Area A EXPERIENCE & QUALIFICATIONS

1. Experience of working in nature conservation or relevant field.
2. Degree or equivalent qualification or experience in a relevant discipline.
3. Full current driving licence.

Area B KNOWLEDGE

4. Understanding of principles of ecology and the practice of nature conservation.
5. A good general knowledge of British natural history, with a particular expertise in at least one field (desirable).
6. Understanding of the planning system, policy and legislation as they relate to biodiversity and nature conservation.

Area C SKILLS

7. Good communication and interpersonal skills.
8. Ability to work on own initiative and as part of a team.
9. Ability to motivate, and with effective negotiating skills.
10. Computer literacy – including knowledge and experience in GIS.
11. Strong organisational skills with the ability to prioritise workloads and meet deadlines.
12. Botanical and habitat survey skills (desirable).

Area D PERSONAL QUALITIES

13. Sound judgement, and a mature, pragmatic, flexible approach.
14. Keen interest in and commitment to wildlife and environmental issues.
15. Strong personal motivation and stamina to sustain a demanding job.

OTHER CONSIDERATIONS

1. The post is advertised on a full time basis of 37 ½ hours per week.
2. The post is offered on a fixed term 2-year contract, with possible extension subject to funding being available.
3. Appointment is subject to receipt of satisfactory references.
4. Starting salary band between £16,500 – £18,500.
5. Normal office hours are 9.00 am until 5.00 pm (including half hour for lunch) although the job may involve some evening and weekend working. Overtime is not paid, but time may be taken off in lieu. The holiday allowance is 25 days plus 8 days' statutory holidays a year pro rata.
6. The applicant must hold a current driving licence and will be prepared to use their own vehicle for work purposes.
7. The post will be based at Lings House, Northampton.
8. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
9. As an equal opportunities employer, applicants for staff vacancies shall be short listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.

APPLICATIONS

Applicants should submit a completed application form, which indicates how your skills, knowledge, qualifications, training and experience meet both the requirements of the job and those qualities considered desirable in a successful candidate.

You should nominate two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, on offer of contract.

For an informal chat about the post please telephone Heather Ball ☎ 01604 405285

The closing date for applications is Monday 8 September 2008.

Interviews will be held on **Thursday 18 September** at the Wildlife Trust offices in Northampton.