

Job Description

POST IDENTIFICATION

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| Post Title | Biodiversity and Education Officer | | | | |
| Grade | 7 | Job Evaluation ID: | Text here | Date Evaluated/Reviewed | Text here |
| Service Area | Streetscene & City Services | | | | |
| Service Team | Countryside | | | | |
| Responsible to | Access and Development Officer | | | | |
| Areas of Responsibility | Biodiversity, Outdoor Learning, Community engagement, | | | | |
| Number of staff responsible for | None | Political Restricted Role <i>(refer to special conditions section)</i> | No | DBS Required | No |
| Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role) | | | | | |

JOB PURPOSE

To improve biodiversity opportunities within school grounds, as well as contributing to the management of other Countryside Sites, e.g. LNR's.

Working with the participating schools to implement practical biodiversity enhancements and using these as a learning resource. Helping schools to use the outdoor environment to promote health and well being and the curriculum for Wales.

Taking the lead on nature engagement opportunities whilst working with other members of the Countryside Team.

KEY RESULT AREAS

1. To increase the biodiversity of Newport by working closely with schools, in order to increase the biodiversity of their school grounds resource and to create a more relevant outdoor teaching resource with particular reference to the Curriculum for Wales
2. To undertake partnership working between the Education Achievement Services and other internal departments in order to create realistic workable scheme for all participating schools within Newport, including managing project budgets.
3. To work with other areas within City Services to agree and manage long-term input from the Council's internal Maintenance service to client schools. To also assist schools in managing inputs from external grounds maintenance operatives.
4. To support all schools with their existing environmental education programmes - such as Eco-Schools, Forest Schools Initiatives and other curriculum requirements.
5. To work alongside Countryside Wardens to help implement and manage practical conservation schemes within Newport; arrange and oversee work of external contractors; and,
6. Lead Outdoor Learning opportunities in Countryside sites and school grounds.
7. To help raise environmental awareness within the city through close working with schools and local communities.
8. To Chair the regional Outdoor Learning Wales Group (OLW).
9. Work closely with other organisations such as Gwent Wildlife Trust, RSPB etc to ensure partnership projects are delivered e.g. Living Levels, My Wild Newport

etc.

10. To attend site visits and meetings within the city boundary area, as necessary, within a reasonable time period.
11. To contribute to the maintenance of a healthy, safe and efficient working environment by taking reasonable care of own and others safety; to co-operate with Managers and Supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.
12. Any other duties as directed (relevant to the level of responsibility, competence and appropriateness).
13. Ensure, so far as is reasonably and practicable, the health, safety and welfare of all employees under the post holder's supervision. Having regard to health and safety policies, following and encouraging others to follow good practice

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

| PERSON SPECIFICATION | | |
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| | ESSENTIAL | DESIRABLE |
| Qualifications | <ul style="list-style-type: none"> • Appropriate professional qualification at degree level in ecology, environmental education or environmental science (or a combination). | <ul style="list-style-type: none"> • Forest School leader level 3 • European Protected Species Licence (EPS) |
| Knowledge | <ul style="list-style-type: none"> • Well Being of Future Generation Act and Environment Act 2016 and any other relevant legislation • Curriculum for Wales • Sound ecological knowledge | <ul style="list-style-type: none"> • Management of Local Nature Reserves • Experience of delivering management plans |
| Experience | <ul style="list-style-type: none"> • Proven experience working with a range of organisations: including internal council services, outside bodies, Elected Members and the public. • Proven experience of delivering outdoor education sessions to Foundation Phase/KS1, KS2 and KS3 • Minimum of two years' relevant environmental education experience either in a school setting or as part of delivering other environmental services. • Experience of the practical implementation of conservation works in urban and rural settings. • Community engagement/events | <ul style="list-style-type: none"> • Working with volunteer groups from a range of backgrounds e.g. corporate, hard to reach groups etc • Community engagement/events • Production of ecological assessment, management plans and general reports writing. • Engaging/working with contractors |
| Aptitude & Skills | <ul style="list-style-type: none"> • Ability to liaise/work with a range of organisations: including internal council services, outside bodies, Elected Members and the public. • Ability to communicate effectively in written and oral form to children and adults who possess a range of knowledge and experience. • Ability to work effectively within a team to achieve shared objectives. • Ability to achieve and maintain effective work | <ul style="list-style-type: none"> • Demonstrate ability to present in various mediums to a variety of audiences in order to promote and influence. |

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| | <p>performance, involving several ongoing applications/ issues to meet deadlines.</p> <ul style="list-style-type: none"> • Computer literate; with an ability to use general word processing. • Good presentation skills. | |
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EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Recognise and use best practice to solve problems. Take initiative to suggest improvements, sharing this constructively.

Communicate openly, being straightforward with people to generate trust and confidence.

Follow procedures and rules. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

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| Equal Opportunities | Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council |
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Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see [Welsh Language Skills Assessment](#) for skill levels)

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| Listening / Speaking Skills | 0 | Writing Skills | 0 | Reading / Understanding Skills | 0 |
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Special Conditions

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| Disclosure & Barring Service Disclosures | Required |
| Politically Restricted | Not Applicable |
| Other (including physical demands and working conditions) | <p>The postholder will be required to work out of core hours at times in the delivery of the Streetscene maintenance service at evenings and weekends, sometimes in extreme weather conditions. The ability to travel to carry out the role across the City is essential.</p> <p>The postholder will be required to attend neighbourhood/community meetings on matters relating to Streetscene services outside of contracted hours.</p> <p>The postholder may be required to participate in the Streetscene out of hours Duty Officer callout system for which additional remuneration will be paid.</p> |

Training

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click [here](#)

