## Job description

### Structure information

Job title: Biodiversity Officer

Reports to job title: Head of Net Zero

Directorate: City Services

Division: City Development & Regeneration

Section: Net Zero team

Job identification number (JIN): 3653

### Job purpose

To provide specialist biodiversity advice and guidance to city council services, external partners and stakeholders and develop and deliver projects promoting biodiversity across the city. To work within the framework of the Carbon Neutral 2030 programme and the Council Plan to promote climate action and the protection and enhancement of the city’s natural assets, in support of the city council’s declaration of the Climate and Biodiversity Emergencies. To work with colleagues across council services, The Living Coast Biosphere, Greater Brighton and other partners locally, nationally and internationally to promote nature conservation and enhancement and achieve best practice in biodiversity and sustainability.

### Principal accountabilities

1. Act as a technical expert and lead officer on biodiversity. Be an advocate for biodiversity initiatives within the service and the council more widely. Represent the city council on strategic partnerships such as Sussex Local Nature Partnership. Using professional expertise, advise on biodiversity issues in line with statutory frameworks and the council’s environmental and sustainability objectives. Commission and provide expert advice on biodiversity to internal and external stakeholders.
2. Develop, manage, coordinate and deliver a pipeline of biodiversity projects focused on addressing the climate and biodiversity emergencies, and help deliver on the city council’s ambitious target to be a carbon neutral city by 2030 with a particular focus on nature-based solutions and green infrastructure. Maintain a close involvement with the development of outcomes, objectives and targets for appropriate business or project plans, assuming individual responsibility for the delivery of outputs and outcomes. Includes leading on delivery of externally funded projects, including budget management, coordination of council working groups, working across departments, collaboration with external partners and meeting claim deadlines.
3. Lead on the development of external funding bids for projects to reconnect people and nature and promote the city / Biosphere’s priority habitats and species with a particular focus on vegetated shingle and chalk grassland, through the framework of the Corporate Plan, and in collaboration with colleagues in Parks and other services, The Living Coast Biosphere and Greater Brighton, including partnership development and sourcing match funding. This may require direct negotiation with external agencies, the co-ordination of council departments and strong partnership working across sectors to ensure that bids for funding are submitted on time and meet the necessary quality standards. This may involve negotiating for time and resources with staff across the authority.
4. Provide ecological advice and support (eg staff training, provision of 1-1 advice/support) to the Planning service and the Regeneration team on the ecological implications of new developments, particularly around Biodiversity Net Gain requirements. Participate in officer steering groups and advisory panels as the lead officer on biodiversity to ensure that the Council’s major projects and other significant developments in Brighton and Hove address ecological issues through the development process and achieve best practice in biodiversity and sustainability. Whilst ecological advice on individual planning applications is provided by East Sussex County Council, there will be instances when the postholder will be required to provide supplementary support including providing comments on key planning applications and advice on pre application proposals.
5. Provide advice and support to Planning Policy, contributing to the development of the city council’s plans and policies relating to nature conservation and enhancement, in particular in respect of Biodiversity Net Gain requirements. To contribute to, and in some cases co-author, Supplementary Planning Documents or text for the City Plan. To contribute to committee reports on plans / policies and developments.
6. Work flexibly and collaboratively with the Biosphere Programme Manager and other Sustainability team colleagues, colleagues in Planning, Parks and other key council services, the County Ecologist and city / Greater Brighton partners and other stakeholders. Work with partner organisations to promote nature conservation and enhancement in the city and the wider city region/The Living Coast Biosphere area, and to develop new approaches to biodiversity. This involves working on the Carbon Neutral 2030 programme, helping deliver biosphere projects, building relationships and engaging with internal and external stakeholders, such as the local universities, voluntary and community sector organisations, local businesses and schools. This includes sitting on working groups, preparing committee reports, developing and running projects and initiatives, providing advice and giving presentations.
7. Prepare, monitor and review key policy documents. Design and deliver consultation and undertake analysis and reporting.
8. Keep up to date with relevant legislation, guidance and good practice on biodiversity in order to help advise the council on service delivery and to inform responses to internal and external enquiries. This may involve briefing officers and members of the council and preparing and presenting reports to committees, as well as responding to detailed information requests and consultations.
9. Represent the team and City Development & Regeneration on relevant matters with the general public, residents, partnerships, external bodies, council committees and elected members.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Degree in a biodiversity, ecology or nature conservation related discipline, or an equivalent level of experience
* Sound knowledge of relevant and current biodiversity legislation and policy and the role of agencies involved in nature conservation and enhancement
* Ecological knowledge of species and habitats relevant to the Brighton & Hove / The Living Coast Biosphere area
* Knowledge of land management techniques used to benefit biodiversity and how practical conservation work is undertaken
* An understanding of local and national planning policy and the development management process
* An understanding of working in a political environment
* Membership of Chartered Institute of Ecology and Environmental Management, or immediately eligible for membership

#### Experience

* Significant professional experience of nature conservation work in a public, private or third sector organisation
* Experience of advising on planning applications and assessing ecological reports
* Demonstrable experience of successful project management
* Successful track record in bidding for external funding
* Evidence of successfully working with partners to deliver biodiversity related projects

#### Skills and abilities

* Excellent organisational skills and the ability to deal with competing priorities
* Excellent analytical skills, including monitoring and reviewing data
* A strong communicator, able to present complex information / concepts in an accessible way to a range of audiences (including excellent presentation skills)
* Able to work independently as well as part of a team
* Good IT skills including Microsoft Office applications and working knowledge of GIS

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Flexibility to work some unsociable hours is a requirement of the post.