

Epsom & Ewell Borough Council

Role Profile

Role Title:	Senior Countryside Officer
Job Family:	Technical
Service:	Countryside Team
Location:	Countryside Team Office, Horton Country Park LNR
Reporting To:	Countryside Manager

Role Purpose: <i>Why the role exists and its contribution</i>	To play a leading role in the management of biodiversity, strategic improvement of public access and the interpretation of Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves. Organise, supervise and develop the work of the Countryside Team monitoring volunteers. Assist as appropriate in biodiversity initiatives across the Borough, guided by the Borough's Biodiversity Action Plan. As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.
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Main Duties and accountabilities

Service Specific	Under the guidance of the site management plans, play a leading role in conserving and enhancing biodiversity, improving public access and the interpretation of Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves. Assist in writing and delivering site management plans for EEBC owned Local Nature Reserves and where appropriate Sites of Nature Conservation Importance. Organise and deliver contracted works on the Borough's local nature reserves. Lead role in ensuring the Countryside Team develop and deliver a Borough wide biodiversity monitoring role. Supervise the development of a team of biological monitoring volunteers. Ensure records are kept and filed of the monitoring volunteers' activities. Work within agreed budgets to ensure delivery of a cost effective
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approach to biological monitoring.

Assist in writing and implementing the Borough's Biodiversity Action Plan under the guidance of the 'Working Group.'

Play a leading role managing the use of animals to graze areas within the nature reserves for the purpose of enhancing biodiversity (involving weekend working).

Assist in managing the Local Nature Reserves Cost Centre revenue budgets and associated capital budgets.

Assist in maintaining the Countryside Team's current partnerships with external bodies. For example, Epsom Common Association, Lower Mole Partnership, City of London and South East Rivers Trust.

Assist in developing partnerships that can help to protect and enhance biodiversity in the Borough and more widely.

Assist in securing and implementing the requirements of government agri-environment schemes, grants and lottery funds.

Support the Ecologist in ensuring that the Countryside Team works with the Council's Planning Development Management Team to ensure that planning applications comply with wildlife law and Council policy.

Support the Ecologist in ensuring that the Countryside Team support the Planning Team to keep up to date with biodiversity and planning policy/procedures to help ensure that planning conditions are met and maintained.

Resources permitting ensure Epsom Common Local Nature Reserve retains its annual 'Green Flag' Award.

Assist Countryside Officer during weekly tasks with the Countryside Team Volunteers.

Assist in any other practical countryside management work required to maintain/enhance/monitor biodiversity and improve public access and site interpretation.

Regularly liaise with the Council's Environmental Response Officers to ensure good communication with respect to current site management issues.

Represent the council on the committee of the 'Friends of Horton Country Park' and assist with their development.

Produce interpretational literature displays and content for the Countryside Team/site web pages, with particular responsibility for updating web pages.

Provide environmental education activities for all ages, to include promotional walks and talks on the work of the Countryside Team and

	assist in organising and running events. (Involving weekend/evening work.) Ensure the correct procedures are followed with respect to handling income from guided walks, events and any other sales. If required represent the Council/Countryside Team at meetings on appropriate countryside user groups, with outside organisations and internal corporate working groups. Assist in purchasing uniforms and PPE for both staff and volunteers. Retain a current First Aid certificate. Have a clear working knowledge of current council procedures when providing an on-site presence with regard to both public and personal safety and ensure compliance with and enforcement of byelaws. If required and available, in an emergency provide an on-site presence to assist in site safety/security for the local nature reserves including evenings, weekends and Bank Holidays.
Generic Duties	Delivery Achieves individual targets and objectives to support the delivery of service plans. Provides work statistics to section timescales. Maintains a good knowledge of service in order to give correct advice to customers. Deals with enquiries regarding service related matters. Ensures an efficient service is given whilst being polite, courteous and understanding. Complies with the Council's complaints procedure. Wear issued uniform while at work. Process Adheres to service related processes and manages workload to deliver services. Constantly review procedures to ensure efficient working. Keeps abreast of changes to service related legislation. Assists in the achievement of any annual Performance Indicators targets. One Team Communicates in a clear and concise manner.

	Liaises with other services across the Council. Liaises with outside bodies where necessary. Contributes to effective teamwork.
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The key decision making areas in the role	
	Monitoring biodiversity on Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves. Managing biodiversity, on Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves. Interpretation of Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves. Implementation of the Epsom & Ewell Biodiversity Action Plan. Ordering and monitoring of contracted works. Maintaining and developing partnerships with external organisations. Recruiting, supervising and developing the work of volunteers. Organisation of publicly attended events. Working with the 'Friends of Horton Country Park'. Day to day running of the Countryside Team Office. Welfare and use of grazing animals. Day to day running of operational systems/procedures, within Countryside Team. Purchase of operational tools and equipment. Use of information technology within the Countryside Team. Situations involving public/personal safety. Byelaw enforcement on Epsom Common, Horton Country Park and the Hogsmill Local Nature Reserves.
Customers and contacts	
	Knowledge of other service areas within the Council/Authority Contact with clients/customers/volunteers The needs of clients/customers/volunteers for whom responsible

Dimensions of the role	
Financial	Non-financial
Ability to work to deadlines to avoid additional costs. Works within agreed budgets to ensure delivery of a cost effective approach to biological monitoring. Purchase of goods and services using budgets within the Countryside Cost Centre and ensuring budgets are not exceeded. Deliver costed work programmes associated with various agri-environment schemes and the associated funding. Ensure the correct procedures are followed with respect to handling income from guided walks, events and any other sales. Working with partner organisations to secure external funding. Maintaining income generated through walks, events and environmental education.	Implementation of 3 site management plans Supervising the management of the Council's ecological databases and GIS records. Keeping abreast of, legislative and technical developments with regard to the maintenance, enhancement and monitoring of biodiversity in a local government context. Carrying out ecological surveys. Writing management plans. Delivery and implementation of the Epsom & Ewell Biodiversity Action Plan. Maintaining and developing a successful partnership with the Friends of Horton Country Park. Provision of interpretation for 3 Local Nature Reserves. Produce written material suitable for press releases. Operation of the Countryside Office at Horton Country Park. Provide content and update 1 set of web pages. Take part/organise Countryside Team events including guided walks. Health and safety of customers/volunteers. Recruiting and managing volunteers. Checking and evaluating work of others. Provision of training, development and guidance for staff and volunteers.

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
An appropriate qualification in countryside management/ecology or related subject (Degree or above)	E	X	X
Licences for European Protected Species	D	X	X
Membership of a professional environmental science body e.g. of CIEEM chartered institute of Ecology and Environmental management	D	X	X
Possession of a current NPTC chainsaw certificate levels CS30 C31(essential) and ideally levels C32, C33, C34, C39, C40 and C41	D	X	X
Current First Aid qualification	D	X	X
Full driving valid licence	E	X	X
Knowledge and Experience			
At least three years relevant experience	E	X	X
Proven experience in supervision of volunteers	E	X	X
Experience of partnership working	D	X	X
Experience in project management/delivery including use of contractors	D	X	X
Identification and management of native flora and fauna	E	X	X
Carrying out ecological surveys	E	X	X
Writing site management plans	E	X	X
Managing ecological data	E	X	X
Site interpretation	E	X	X
UK and European law relating to wildlife and habitat protection.	E	X	X
UK Planning Law and procedures with regard to protecting and enhancing biodiversity	D	X	X
Council Planning Policy with regard to protecting and enhancing biodiversity	D	X	X
Organising and supervising volunteer tasks both for biological monitoring and nature conservation	E	X	X
Skills			
Extended Phase One Habitat Surveys	E		X
Wildlife surveying and handling techniques	E		X

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