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| **Role Title** | **Biodiversity Lead** |
| **Job Family** | **DCED (Climate Emergency Team)** |
| **Competency Level** | **Principal Officer/Manager** |
| **Pay Scale** | **PO6** |
| **Purpose** | |
| The London Borough of Waltham Forest hosts some of the most valued green and blue infrastructure in the city – from the River Lea to Epping Forest. Taking a planetary health approach, this role will be critical for decisive action to protect and enhance the richness of biodiversity in the Borough.  This role will be essential to prioritise the consideration of biodiversity in all relevant decision making and deliver real positive change to biological diversity in the Borough. It will require strong matrix working, connecting different Council teams, leading multiple projects and inspiring individuals to take action in a range of service areas.  Climate Action is a top Council priority, as set out in the 2022 Climate Action Plan. You will sit within a new Climate Team, under the Deputy Chief Executive, driving action across the Council. | |
| **Generic Accountabilities** | **End Results/Outcomes** |
| Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered. | The service is delivered to the quality, Council, professional and legislative standards required.  Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.  Corporate strategies are effectively implemented within area of responsibility.  Service delivers excellent customer service. |
| Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations. | Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.  Responses to major corporate or partner initiatives / complex operational issues are managed effectively.  Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.  Feedback and complaints procedures are developed and managed. Complaints are effectively resolved. |
| Ensure the development and delivery of continuous improvements in all aspects of the service. | Improvements are developed and delivered effectively.  Stakeholder requirements are met. |
| Lead, motivate and develop staff to create and maintain a highly competent and participative workforce. | Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.  The team is highly competent, effective, motivated and outcomes focussed.  Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.  Effective team meetings take place to required timescales.  Regular supervision is undertaken and clear objectives set and monitored through the Council’s Appraisal process. |
| Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives. | Resources including, equipment, people, and systems are utilised optimally and efficiently.  Budgets are planned, developed and delivered. Value for money is maximised.  Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance. |
| Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility. | Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.  Evidence based recommendations are made. |
| Ensure the successful implementation of health and safety legislation, policies and practices. | Risks to staff and others are assessed and managed.  Suitable health and safety instruction and training are provided.  There is a safe working environment. |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | All policies and procedures are complied with. |
| **Job-specific Accountabilities** | **End Results/Outcomes** |
| Manage complex projects to create positive change in the Borough | To support improvements to the Borough’s biodiversity and provide expertise on delivery of BNG and nature recovery  Provide expertise to collate the evidence needed to support new biodiversity strategies such as the Local Nature Recovery Plan and statutory biodiversity reports. This may involve commissioning consultants to deliver outputs and outcomes to relevant quality standards within agreed timescales and budgets.  Risks and issues are actively managed. Effective prioritisation is demonstrated, action is taken to swiftly resolve any issues.  Lead on developing the Borough’s approach to Biodiversity Net Gain and identifying opportunities for implementing nature based solutions to deliver multiple outcomes, working closely with Parks and Strategic Planning & Design teams  Communicate and report to Senior Managers and Members on the position of key programmes and projects, with a clear link to measurable outputs |
| Implement ecological strategies and schemes to benefit local and regional flora and fauna | Lead and deliver projects within the Borough to achieve nature recovery and achieve measurable qualitative outcomes  Working with colleagues and partners to report and monitor success of projects, lessons learnt and build in optimisations to future programmes  Deliver projects to achieve real tangible benefits to communities and habitats through a Natural Capital approach and linking to the wider Climate and carbon accountancy objectives |
| Influence decision making across all Council services to optimise outcomes for Biodiversity | Be the Council biodiversity expert – advise all relevant Council areas to optimise biodiversity outcomes in decision making  Provide leadership and vision on complex programmes, particularly those identified in the area “A Greener more Resilient Borough” in the Climate Action Plan, and informing any necessary Offsetting strategy  Champion a strong matrix working approach - working closely with key teams: Climate Emergency, Neighbourhoods: Parks and Open Spaces, Strategic Planning and Design, Area Regeneration Teams and Regeneration and Sustainability. |
| To build strong working  relationships with key internal and external stakeholders. | Use political judgement and astuteness in understanding and working with complex policy  Advise and negotiate with stakeholders, and identify training and capacity needs within the Council  Innovate to break down barriers. Strong communication skills across a range of channels for successful negotiation  To implement and support effective participatory strategies for land management, working closely with external partners and engaging communities and diverse interest groups.  Provide support to teams and colleagues, to ensure they are equipped with the necessary skills, experience and behaviours. |
| ***Nature of Contacts*** | |
| Frequent contact with Directors and Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues.  Manage relationships with key stakeholders and delivery partners, requiring negotiation of complex political issues and pro-active collaboration to accelerate delivery.  Responsibilities for line management, appointing and managing consultants and external contractors. | |
| **Procedural Context** | |
| Reports to: Director of Climate Emergency and Behaviour Change  Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.  Control the deployment and allocation of service resources within overall corporate and legislative framework. Accountable for the performance of the service area against agreed objectives. Develop service plan for area of responsibility and contribute to term wider service planning. Professionally accountable for interventions within area of responsibility.  Manage complex issues within a framework of policy and procedures. Creative and innovative problem solving of complex issues, often in situations where there is ambiguity and a significant degree of judgement is required in relation to risks outside the remit of existing policy. Think and act strategically in decision making in a complex professional and political environment.  Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Government policy requirements.  Occasionally the post will be expected to work from other locations.  Post holder will oversee and offer expert advice on operational decisions. | |
| **Key Facts and Figures** | |
| Delegated responsibility for project budgets / resources.  Enables others to understand changes and developments in relevant area and learn new processes / procedures  Responsible for ensuring contractors / providers deliver to agreed standards.  Manages project teams of both internal staff and external contractors / consultants | |

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| **Resourcing**  Budget Responsibilities: Delegated responsibility for managing budget on projects where relevant  Supervisory Responsibilities: Potential for future line management of individuals relating to area of work an d supervision of Project teams and consultants as appropriate |

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| **Knowledge, Skills and Experience** |
| * Experience of delivering biodiversity projects and initiatives within the broad context of climate declarations and carbon emission targets * Possess an in-depth understanding of Biodiversity Net Gain, related policy and Local Authority obligations * Can demonstrate successful approaches within challenging urban settings and in organisations with operational & land management responsibilities * Be effective at delivering projects using the appropriate agile project management methodology, learning & iterating to continually improve outcomes * People Management: Strong leadership, influencing, people engagement, and people management skills. Desirable to have experience in building excellent relationships with Senior Managers and Members. * Experience of report writing and communications for a variety of audiences, demonstrating numeracy and literacy, and applying expert knowledge. * Excellent oral and written communication skills with an ability to interact effectively with people at all levels in an organization including senior level executives and elected Members. * Ability to manage and influence multiple projects and responsibilities at the same time. * Self-starter with high degree of initiative, urgency, and follow through. * An ability to respond to unpredictable volume of work, with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives. |
| **Indicative qualifications**  Educated to degree level or equivalent standard  Desirable: Full Membership of the [Chartered Institute of Ecology and Environmental Management](https://cieem.net/about-cieem/) (CIEEM) |
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The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.