**Job description**

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| **Job title: Biodiversity & Greenspace Policy Officer** |

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| **Department: Greenspace & Natural Environment****Service: Resident Services****Grade: H****Post reference number: GNEBIOSPEC002** |
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| **1. Job purpose**As part of the biodiversity team, the role holder will act as a key lead and technical advisor, providing specialist ecological advice to Nottingham City Council’s statutory policies, plans, programmes, and projects. This will be done in-line with current legislation pertaining to The Environment Act 2021, including the subsequent delivery and implementation of Biodiversity Net Gain (BNG). A high-level of knowledge and expertise will be provided by the role holder to the wider public realm to strategically inform and educate ecological best practice across the city. In addition, the Biodiversity and Greenspace Policy Officer will oversee the council’s designated wildlife sites, incorporating nature-led practices in day-to-day operations and ensuring that biodiversity best practice is at the forefront.  |
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| **2. Principal duties and responsibilities** |
| 1. To provide a high level of technical expertise to discharge Nottingham City Council’s statutory duty relating to The Environment Act 2021, pertaining to Biodiversity Net Gain and its outputs (the statutory metric, its planning principles and monitoring activities).
2. To provide specialist ecological advice and guidance on Nottingham City Councils plans, policies, programmes, and projects for which the council is the planning authority, in-line with relevant legislation, regulations, and guidance.
3. To provide input on the development, delivery, and monitoring of the Local Nature Recovery Strategy (LNRS) for Nottinghamshire and Nottingham City, in accordance with the requirements of The Environment Act 2021 and associated regulations and guidance.
4. To connect with other local planning authorities and co-ordinate with other ecological specialists on the delivery of BNG, the LNRS, and additional, relevant nature-led policies. Support the development and delivery of new partnership schemes and projects for nature recovery and carbon neutrality across Nottinghamshire.
5. To progress work on the “Greener, Healthier, Happier” greenspace strategy and future green infrastructure planning, policy, and guidance..
6. To progress and bring to fruition the Biodiversity Supplementary Planning Document or similar for adoption/wider use within the authority.
7. To actively collaborate with, and advise, other service areas of the Council, agencies, and bodies as necessary, providing up-to-date and professional advice to officers and the public, including working to remove barriers to accessibility and enjoyment of biodiversity.
8. To liaise with Planning Policy and Development Control on issues involving biodiversity and greenspace matters and contribute to streamlining the planning process.
9. To input into management plans and schemes in support of managing, restoring, and enhancing NCC owned assets for biodiversity. Work closely alongside other colleagues to ensure that maximum ecological benefits can be achieved from project delivery and day-to-day site management.
10. To understand and prioritise key nature recovery projects within the city. As a result, research and develop funding bids and partnership opportunities.
11. To undertake stakeholder engagement activities, including working with Nottingham Open Spaces Forum, Nottinghamshire Wildlife Trust, community groups, volunteer groups and the wider public on nature-based project delivery.
12. To help ensure GIS and asset management records are updated and maintained.
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| **3. All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.** |
| **4. All staff are expected to abide by the obligations set out in the Information Security Policy , IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.**  |
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| **5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.** |
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| **6. Numbers and grades of any staff supervised by the post holder:** |
| None |
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| **7. Post holder’s immediate supervisor:** Strategy & Inward Investment Manager |
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| **Prepared by/author:** James Dymond **Date:** 25th January 2021 |
| **Job title:** Parks Development Manager |

**Updated: Claire Smith-Harris Date:** 6th June 2025

**Job Title:** Strategy and Inward Investment Manager

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| **Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.I understand and accept the job duties and responsibilities contained in this job description.**Signature: Date:** |

**Person specification**

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| **Job title: Biodiversity & Greenspace Policy Officer** |

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| **Department: Greenspace & Natural Environment** **Service: Residential Services****Grade: H****Post reference number: LCBIOSPEC001** |
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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Technical** | 1. An appropriate professional qualification at degree level in ecology, environmental science or similar.
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|  | 1. Knowledge and understanding of biodiversity and greenspace issues in a local authority context.
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|  | 1. Experience, knowledge and understanding of biodiversity and greenspace legislation and policy, in particular The Environment Act 2021 and its implications relating to Biodiversity Net Gain.
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|  | 1. Ability to provide professional, technical advice on biodiversity and greenspace issues to Nottingham City Council as a planning authority.
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|  | 1. A demonstrable track record of delivering environmental awareness raising initiatives and practical improvement projects.
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|  | 1. Experience of working with external funding organisations, such as the Lottery and community groups, to deliver projects.
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|  | 1. Experience of researching and developing projects and bids for external funding.
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|  | 1. Knowledge and experience of management plan, report and specification writing.
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|  | 1. Experience of using PC based systems including Geographical Information Systems for record keeping and communication
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| **Teamwork and Communication** | 1. Experience of working as part of a team to achieve desired objectives
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|  | 1. Ability to communicate with both staff and the public, in person, in writing and by phone, including the ability to give presentations.
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|  | 1. Ability to represent the department at meetings
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|  | 1. Ability to manage difficult situations tactfully and diplomatically, always ensuring a professional approach
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|  | 1. Experience of working effectively under pressure, to deadlines and managing multiple priorities sensitively.
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| **Equality & Customer Care** | 1. Understanding of and commitment to the Council’s

 Equal Opportunities Policy  |  |  |  |  |  |
|  | 1. Commitment to providing high standards of customer

 Care |  |  |  |  |  |
|  | 1. Ability to ensure that the service reflects local area

needs and is responsive to the community  |  |  |  |  |  |
| **Work Related Circumstances** | 1. Ability to work evenings and weekends as needed
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|  | 1. Be willing to attend site visits and meetings mainly within the City boundary, but occasional to other locations.
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|  | 1. Hold a full Driving Licence
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|  | 1. Be willing to attend training courses relevant to the position
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|  | 1. Willingness to comply with the City Council’s non-smoking policy.
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence |
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| **Prepared by/author:** James Dymond **Date:** 25th January 2021 |
| **Job title:** Parks Development Manager**Updated: Claire Smith-Harris Date:** 6th June 2025**Job Title:** Strategy and Inward Investment Manager |