# Hosting Proforma

Causeway Coast & Glens Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Richard Gillen

Name

Organisation/

Leisure & Development Directorate

Department

Cloonavin

66 Portstewart Road,

Coleraine,

BT52 1EY,

Northern Ireland.

Address

Telephone Fax number

028 7776 0304

Number

Richard.Gillen@causewaycoastandglens.gov.uk

E-mail

Type of Opportunity

Secondment - **Biodiversity & Habitat**

**Management Officer**

**2. Details of hosting opportunity**

Description of opportunity

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| As part of the Coast & Countryside Team, the Biodiversity & Habitat Management Officer is a very specialised role which will deliver on the following:   1. Develop and implement the biodiversity and habitat management elements of the Coast and Countryside Team’s remit including the Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plan (BIP) and ensure Council wide delivery. 2. Contribute to the wider Coast and Countryside and Destination Management remit including beach management and outdoor recreation. 3. Play a key advisory and implementation role to ensure Council fulfils its Biodiversity Duty, to meet all legislative requirements and adhere to good management practice. 4. Develop opportunities to promote sustainable biodiversity enhancement and habitat management throughout Council’s estate. 5. Provide advice to all Council departments, the public and wider stakeholders with respect to biodiversity. 6. Manage, develop, deliver and maintain Council’s biodiversity projects, policies and strategies. Provide technical and professional advice and guidance regarding Council’s activities that may impinge on the remit. Provide professional advice and guidance for key statutory bodies and other relevant stakeholders.   A full Job Description is at Annex A  A full Person Specification is at Annex B |

Main objectives of the opportunity

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| 1. Working within the Coast and Countryside Team of the Tourism and Recreation Service (Leisure and Development Directorate), this post will deliver on the biodiversity and habitat remit in line with the Council’s corporate objectives, the Local Biodiversity Action Plan (LBAP), Biodiversity Implementation Plan (BIP) and the Destination Management plan. 2. To play a key advisory role to ensure compliance with the Wildlife and Natural Environment Act (Northern Ireland) 2011 in relation to Council functions and proposed capital projects. 3. Co-ordinate the delivery of Councils statutory biodiversity duty in accordance with the Wildlife and Natural Environment Act (NI) 2011 ensure Council fulfils its biodiversity duty. 4. Advise Council of any changes in all relevant legislation and develop appropriate working practices to ensure Council continues to fulfil any statutory duty in relation to the biodiversity and natural habitat remit. Liaise with external statutory organisations and input into relevant external consultations as required. 5. Ensure that the department complies with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and health and safety requirements. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| As a specialist role, the Biodiversity & Habitat Management Officer requires the following:   * A degree level qualification or above.   **AND**   * Be able to demonstrate, by providing personal and specific examples, at least two years’ experience in a general management role involved in ecology / nature conservation / environmental sciences or countryside management to include each of the following:  1. dealing with biodiversity and habitat management issues; 2. responsibility for project management and delivery relating to biodiversity; 3. responsibility for practical site management; 4. management of protected sites; 5. ability to work as part of a multi-disciplinary team.   **OR**   * Alternatively, consideration will be given to candidates who do not possess the required educational qualification but can demonstrate, by providing personal and specific examples, at least four years’ experience in a general management role involved in ecology / nature conservation / environmental sciences or countryside management to include the areas outlined in (a) to (e) above.   Knowledge of relevant environmental legislation, specific designations and types of habitat is key. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Coast & Countryside Manager |

Who will be the individual’s line manager and/or reporting officer?

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| Coast & Countryside Manager |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Benefits to the Individual**  This is an excellent opportunity for any individual who wants to make a positive personal development and gain experience in the management of protected sites and developing and delivering projects that promote biodiversity and habitat management.  It will provide the candidate with knowledge and skills in project management, knowledge of local government procedures and public, private and NGO/voluntary stakeholder experience.  **Benefits to their Organisation**  This secondment will provide an opportunity to develop transferrable skills, leadership experiences and insights through working with a multi-disciplinary team in terms of project development and delivery, engaging with the public and the management of sites for habitat and outdoor recreation. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: September/October 2024  **Duration**: Nine months  **Location**: Office base in Cloonavin, 66 Portstewart Road, Coleraine,  BT52 1EY  **Resources**:  **Funding**: Causeway Coast and Glens BC will meet salary and associated expenses and the salary scale is PO1 - £37,336 - £40,221 per annum  **Further information**: For further information about the post please contact Richard Gillen by email at: [Richard.Gillen@causewaycoastandglens.gov.uk](mailto:Richard.Gillen@causewaycoastandglens.gov.uk).  **Closing Date:** Applications must be submitted by **5.00pm on Friday 27 September 2024** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Ciara M McCloskey** |

**Signed:**

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| **03.09.2024** |

**Date:**

ANNEX A

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**Job Description**

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**General**

**Job Description No**:

**Job Title:** Biodiversity & Habitat Management Officer

**Grade/Salary:** PO1 (SCP 27-30) £37,336 - £40,221 per annum

**Directorate:** Leisure & Development

**Department:** Tourism & Recreation

**Reports To:** Coast & Countryside Manager

**Location:** You will be based in the Council Offices, Cloonavin,

66 Portstewart Road, Coleraine, however when required you will be asked to work flexibly throughout the Borough areas, ensuring that resources are deployed effectively and in order to respond to service priorities and to facilitate professional development.

**Responsible for:** The following functions and services, in accordance with the organisational structure and the staff employed to deliver these services

* + Under the direction of the Coast and Countryside Manager, develop and implement the biodiversity and habitat management elements of the Coast and Countryside Team’s remit including the Local Biodiversity Action Plan (LBAP) and Biodiversity Implementation Plan (BIP) and ensure Council wide delivery.
  + Contribute to the wider Coast and Countryside and Destination Management remit including beach management and outdoor recreation.
  + Play a key advisory and implementation role to ensure Council fulfils its Biodiversity Duty, to meet all legislative requirements and adhere to good management practice.
  + With the agreement of the Coast and Countryside Manager, develop opportunities to promote sustainable biodiversity enhancement and habitat management throughout Council’s estate.
  + Provide advice to all Council departments, the public and wider stakeholders with respect to biodiversity.
  + Manage, develop, deliver and maintain Council’s biodiversity projects, policies and strategies. Provide technical and professional advice and guidance with regard to Council’s activities that may impinge on the remit. Provide professional advice and guidance for key statutory bodies and other relevant stakeholders.

**Work pattern:** 37 hours per week, Monday – Friday

By its nature the post will require flexible working, for example, work outside normal office hours, including evening meetings and weekends as required.

**Tenure:** This is a permanent post.

**Main Purpose of Post**

1. Working within the Coast and Countryside Team of the Tourism and Recreation Service (Leisure and Development Directorate), this post will deliver on the biodiversity and habitat remit in line with the Council’s corporate objectives, the Local Biodiversity Action Plan (LBAP), Biodiversity Implementation Plan (BIP) and the Destination Management plan.
2. To play a key advisory role to ensure compliance with the Wildlife and Natural Environment Act (Northern Ireland) 2011 in relation to Council functions and proposed capital projects.
3. Under the direction of the Coast and Countryside Manager, co-ordinate the delivery of Councils statutory biodiversity duty in accordance with the Wildlife and Natural Environment Act (NI) 2011 ensure Council fulfils its biodiversity duty.
4. Advise Council of any changes in all relevant legislation and develop appropriate working practices to ensure Council continues to fulfil any statutory duty in relation to the biodiversity and natural habitat remit. Liaise with external statutory organisations and input into relevant external consultations as required.
5. Ensure that the department complies with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and health and safety requirements.
6. Ensure that all responsibilities are carried out in a timely and effective manner and that general confidentiality is maintained in all areas relating to the work of the Council.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Contribute to the delivery of the NI Biodiversity Strategy including continued implementation and review of the LBAP and its associated Habitat and Species Action Plans (HAPs and SAPs).
2. Co-ordinate the development, implementation and monitoring of Council BIP (Biodiversity Implementation Plan).
3. Assist the Coast and Countryside Manager to ensure that the Council complies with the Wildlife and Natural Environment Act (NI) 2011 in relation to Council functions and proposed capital projects ensuring Council adheres to its duties for biodiversity and natural habitat remit.
4. With input from the Coast and Countryside Manager, develop and maintain the Causeway Coast and Glens Borough Council Local Biodiversity Action Plan (LBAP) network, to ensure participation across the whole Council area contributing to the Destination Management model through task and finish groups.
5. Identify, develop and manage new sites as biodiversity parks/spaces to raise awareness of the value of such sites and contribute to the visitor experience.
6. Co-ordinate, develop and deliver a range of biodiversity projects and events to raise awareness of the Borough’s biodiversity and habitat to provide enhanced visitor experience. Promote such events in consultation with Councils PR Department.
7. Contribute to the development of beach management plans as part of the wider Coast and Countryside Service.
8. Provide advice on the management of Invasive Alien Species both within Council, on behalf of Council for other agencies including the private sector and to members of the public when required. Take a strategic lead on the development and delivery of an ‘Invasive Alien Species Strategy’ for the Council which collates existing information on the extent of Invasive Alien Species. Investigate, survey and manage the control of Invasive Alien Species on Council owned and managed property in accordance with the Wildlife and Natural Environment Act (NI) 2011.
9. Provide advice and assist with management of trees and woodland within Council’s estate. Develop a management plan to actively address any depletion of woodland, within Council’s estate and seek opportunities for providing additional wooded areas where relevant and of benefit to the wider community and within the bio-diversity remit. Monitor and provide mitigating measures if possible for threats to the health of our woodland species including ‘ash dieback’.
10. Provide advice and support with respect to Council planning applications in respect of Habitat Regulatory Assessments (HRAs).
11. Act as a lead Officer for the completion of Habitat Regulatory Assessments (HRAs) for Council projects where relevant and when instructed to do so by the Coast and Countryside Manager. This may require working on behalf of the Council or external organisations.
12. Prepare and submit assent and consent applications for work to be undertaken on designated sites managed by Council.
13. In agreement with The Coast and Countryside Manager be responsible for the procurement of services, materials and equipment to ensure the delivery of Biodiversity and Habitat projects.
14. In conjunction with Council’s Funding Unit make application for external funding from any appropriate sources to deliver biodiversity projects, including those which deliver actions for; the Biodiversity Implementation Plan (BIP), Local Biodiversity Action Plan (LBAP), Northern Ireland priority habitat and species action plans, and other projects.
15. Establish effective financial reporting, assessment and record keeping arrangements to ensure full compliance with all financial and audit requirements within Council policy and procedure, to monitor and profile expenditure and comply with conditions when making claims and payments from external funders.
16. With input from the Coast and Countryside Manager, co-ordinate, develop and deliver biodiversity projects, and make recommendations for appointment of contractors and consultants where appropriate. Attend site and progress meetings to ensure project delivery, budget control and conditions of funding are being met.
17. Where necessary manage projects within the allocated budget and undertake post project monitoring and evaluation.
18. Assist the Coast and Countryside Manager with the development of business and service plans relevant to the service remit.
19. Prepare reports and presentations for Causeway Coast and Glens Borough Council
20. Participate in landscape-scale biodiversity conservation projects in partnership with other stakeholders.
21. Respond to consultation documents regarding biodiversity and natural habitat for national and regional strategies, policies, legislation and proposals for Council’s consideration and endorsement.
22. Use presentation skills, training and other technologies to raise awareness of biodiversity within Council and among members of the public. Represent Council in and contribute to relevant external activities.
23. Where appropriate promote Council’s Biodiversity achievements and undertake all duties in such a manner so as to protect and enhance the reputation and public profile of the Council.
24. Identify opportunities for Council to work more sustainably and develop/implement sustainability projects in relation to biodiversity. Provide input into sustainable development strategies; advise, assist and contribute to their implementation.
25. Undertaking all relevant training and development so that the role of the post is delivered effectively, and to ensure that the Council provides an effective and efficient service to ratepayers and customers.

**General**

1. By its nature the post will require flexible working to meet the needs of the service. Attend meetings of the Council and any relevant working groups and prepare and present reports as required.
2. Act in accordance with the Code of Conduct for local Government employees.
3. Comply with and actively promote the Council’s policies and procedures, including those relating to Fair employment, Equal Opportunities, and Health, Safety and Wellbeing.
4. Undertake the duties outlined above in a way which will enhance and protect the reputation and public profile of the Council.
5. Undertake any other duties as deemed appropriate to the achievement of the purpose and function of this post.

*The list of duties/responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties/responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.*

*If the post holder has any form of disability, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.*

ANNEX B

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**Person Specification**

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| **Factor** | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education / Qualifications and Experience** | Applicants **must,** at the closing date for receipt of applications, possess:   * A degree level qualification or above.   **AND**   * Be able to demonstrate, by providing personal and specific examples, at least two years’ experience in a general management role involved in ecology / nature conservation / environmental sciences or countryside management to include each of the following:  1. dealing with biodiversity and habitat management issues; 2. responsibility for project management and delivery relating to biodiversity; 3. responsibility for practical site management; 4. management of protected sites; 5. ability to work as part of a multi-disciplinary team.   **OR**   * Alternatively, consideration will be given to candidates who do not possess the required educational qualification but can demonstrate, by providing personal and specific examples, at least four years’ experience in a general management role involved in ecology / nature conservation / environmental sciences or countryside management to include the areas outlined in (a) to (e) above. |  | Application Form / Interview |
| **Knowledge** | * Knowledge of relevant environmental legislation. * Knowledge of specific designations and types of habitat. |  | Interview |