

Post Specification

Date	November 2023
Post Group Number	7328
Post Title	Natural Environments – Project Support Officer
Job Family	Organisation Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description
<p>Climate Change and Natural Environments, Thriving Places.</p> <p>Climate Change and Nature are key priorities of Westmorland and Furness Council having declared both a climate and biodiversity emergency. W&F are aiming to be at the forefront of tackling climate change and the challenges it presents, along with address biodiversity loss through enhancing our natural habitats.</p>
Purpose of this post
<p>To assist the Climate and Natural Environments team with key nature enhancing projects and initiatives, including tree planting, enhancing our open spaces, planting pollinator friendly species, reducing the impact of invasive species and improving our management of our green spaces. Helping to monitor and apply for available funding that can help achieve the council's ambitions with nature and climate. Ensuring we are linking to the council plan along with key national guidance such as the Local Nature Recovery Strategy and working closely with key partners.</p>
Key job specific accountabilities
<ol style="list-style-type: none"> 1. To develop and implement of a wide range of internal and external nature enhancement projects and programmes including developing plans, monitoring progress, evaluating impact and making recommendations for improvement. 2. Allocate, monitor and manage activities as required to ensure effective and timely project delivery. 3. To maintain an oversight of all risks associated with delivery of projects and programmes. 4. Work collaboratively with colleagues across the Climate and Nature Team, but also wider within the Thriving Places directorate and with other directorates. In addition working with Elected members, external stakeholders and external contractors to plan and deliver projects and programmes. 5. To provide support, guidance and task management to other staff as required by projects and programmes. 6. Ensure that national best practice and statutory/regulatory requirements are implemented where required. 7. Use technical skills to prepare and monitor projects and programmes identifying and applying for additional funding opportunities.

8. To prepare briefing notes, discussion documents, consultation and formal reports as required.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

Knowledge and understanding nature enhancement and protection
Degree level or equivalent in a relevant field.
Knowledge of public, private and third sector organisations.
Successful experience of coordination, planning and management of complex projects.
Ability to work on own initiative and to work as part of a team
Ability to analyse and interpret information, undertake research and make recommendations.
Experience of working with multi-disciplinary workforce.
Experience of working within a political framework
Customer focussed approach and commitment to excellent customer service.
Commitment to equal opportunities.
(Desirable) Experience of habitat assessment, management and creation.
(Desirable) Experience of data handling and management such as Geographical Information Systems

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • May involve working on multiple and competing priorities at the same time. .
Physical Demands	<ul style="list-style-type: none"> • Predominantly office based, with minimal physical demands.
Working Conditions	<p>Hours are generally worked during normal office hours and subject to the Council’s flexible working schemes.</p> <p>Although the role is generally office based, there will be some flexibility to work from home, subject to agreement by the line manager. There is also a physical need to move throughout office buildings and attend external meetings with a variety of different organisations.</p> <p>In order to meet the duties of the post the job holder must ability to travel independently around Cumbria</p>

Other Factors