

# Job Profile

Position Details	
Post	Principal Commissioning Officer (Nature Conservation)
Service Area	Commercial & Operations / Commissioning & Client Section: Public Realm / Trees, Allotments & Nature Conservation Team
Reports to:	Tree & Nature Conservation Manager
Grade	PO3
Job Family	To be completed by HR

Role Purpose
To act as the Councils lead officer providing professional advice and reports on all nature conservation and biodiversity matters in accordance with Council policies, current legislation, and industry best practice

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To lead on the development and delivery of Council policies on nature conservation, including the Biodiversity Action Plan and provide guidance for other Council services on wider strategy.</li> <li>2. To support, help co-ordinate and monitor the work and activities of all nature conservation stakeholders working within Haringey, ensuring an increase in proactive management of sites across the borough.</li> <li>3. To advise on statute and common law in relation to nature conservation. Provide information to the public and Council members with reference to Council policies, current legislation and Industry best practice. Prepare reports and collect evidence in the event of legal proceedings.</li> <li>4. To take the lead role in the commissioning of new policy documents and site management plans and the review of existing management plans, ensuring the effective engagement of the Parks Service, Friends of groups and other stakeholders.</li> <li>5. To assist in the creation, review and implementation of Parks Service policies and other documents including; Parks management plans, the Parks Landscape Strategy, Green Flag submissions, etc.</li> <li>6. To provide expert advice to the planning service and other Council services in respect of proposed developments, planning applications, changes in legislation and wider strategy and policy including cross borough and regional initiatives.</li> <li>7. To lead on the development of partnerships with external organizations to assist and improve the management and maintenance of existing nature conservation sites and new areas identified for nature conservation.</li> <li>8. To deliver and report on Council targets relating to the Government Single Data List for local</li> </ol>

nature conservation/biodiversity and maintain biodiversity data for the borough for use in all aspects of Haringey.

9. To manage effectively the budget of all capital and revenue projects to increase biodiversity and improve sites, in accordance with Council policy and procedures and any specific conditions associated with the project budget.

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. 3 years practical experience in urban nature conservation, including woodland management and managing small scale projects.	E
2. Knowledge of legislation and industry best practice, relating to nature conservation and biodiversity including; health and safety and other statutory requirements.	E
3. Ability to undertake research and develop policy documents and statements.	E
4. Ability to write and present formal reports, collate data and information on complex issues.	E
5. A detailed knowledge of Haringey's values and how they should translate into practice.	E
6. A degree or equivalent, in ecology or environmental science.	E
7. Strong organizational skills, including the ability to plan projects, taking account of interdependencies and conflicting demands.	E
8. Good analytical skills and ability to use data and information to inform priorities.	E
9. Demonstrates high levels of customer care and a can do attitude to getting things done.	E
10. Effective problem solving and a methodical approach.	D
11. Ability to establish positive working relationships and to work closely with councillors, council officers, community groups, residents and contractors.	E
12. Extensive experience of stakeholder engagement, communication and consultation.	E
13. Ensure high level of service delivery, professional practice and customer care in	

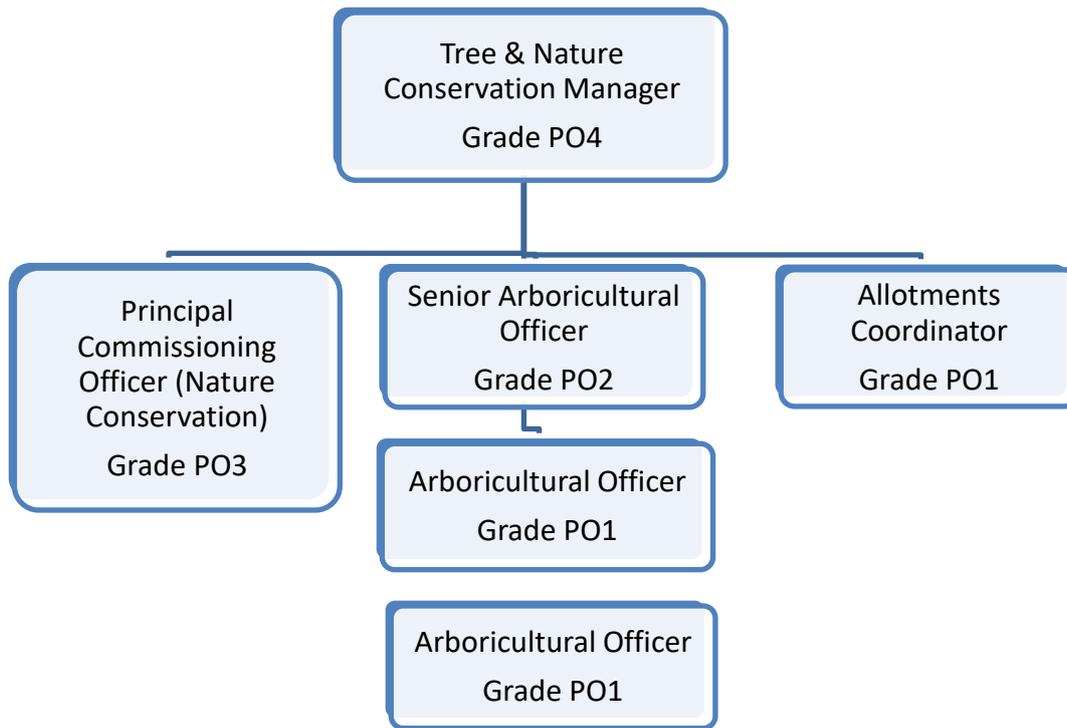
the delivery of services. Engaging with service users, colleagues and partner organizations to meet the priorities of the Councils Corporate Plan.	D
14. Commercial awareness and business acumen, sufficient to identify and secure new sources of income.	D
15. Negotiation and influencing skills, an ability to handle tension and conflict situations.	E
16. Experience of managing budgets, delivering service plans and ensuring that costs are contained within budget.	E
17. An understanding and experience of working in a politically sensitive environment.	D
18. Leading and ensuring the completion of work subject to deadlines involving frequently changing circumstances and conflicting priorities.	E
19. Committed to the achievement of equal opportunities in both employment and service delivery.	E

#### Main Contacts & Other Information

##### Main Contacts:

1. Local residents / businesses / community groups.
2. Councillors and Cabinet members.
3. Council officers.
4. Partners / Friends Groups / Contractors.

##### Organisational Structure



### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	75%	Use of a computer.	Yes	75%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes	5%	Manual handling.	No	
Working alone or in isolation.	Yes	5%	Working in confined spaces.	No	
Driving a car, van or minibus.	Yes	5%	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending or reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	75%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven	Yes	5%	Standing or sitting for	Yes	75%

surfaces.			prolonged periods.		
Working at heights / on ladders, roof work.	No		Outdoor work involving extremes of temperature.	No	
Teaching, or responsibility for, children.	No		Control and restraint.	No	
Electrical hazards.	No				

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Council Laptop and Mobile Phone.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
No
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No