



Role Description and Employee Specification

Job Title:	Biodiversity Officer	Location:	Trinity Road
Department:	Planning	Service:	Natural, Built and Historic Environment
Reports to:	Natural, Built and Historic Environment Manager	Working Hours:	37 hours
Salary:	£37,236 - £40,674	Peer Group:	Specialist – level 2
Business World Post Number:	250984	Job Group:	PGI 12
Contract Type:	permanent	Direct Reports:	none

Overall purpose of the Post:	<p>To secure and promote the conservation and enhancement of the natural environment of Cotswold District and to encourage high quality ecological and green infrastructure design and sustainability in new development, particularly via Development Management and Planning Policy.</p> <p>To address the Ecological Emergency and to implement the Council's Ecological Emergency Action Plan and deliver nature recovery across the District.</p>
Key Tasks and Responsibilities:	<p>Promote the understanding, enhancement, management and enjoyment by the general public of the natural environment of the Cotswolds.</p> <p>Advise colleagues, Councillors and the general public on biodiversity matters.</p> <p>Encourage high standards of biodiversity design in new development, (including the protection and management of existing biodiversity, the creation of new habitats and the delivery of biodiversity net gain), ensuring that the climate and ecological emergencies are fully addressed.</p> <p>Provide specialist biodiversity input, including biodiversity net gain and the Habitats Regulations, at all stages of the planning Development Management process, including planning applications and pre-applications.</p> <p>Support enforcement action or prosecution in respect of illegal or unauthorised work.</p> <p>Prepare written evidence and represent the Council as an expert witness on biodiversity issues in appeals and prosecutions.</p>

	<p>Attend and advise the Planning Committee and the relevant Cabinet Members on biodiversity matters, including the preparation and presentation of reports to these bodies.</p> <p>Provide biodiversity input into the review of the Local Plan and other strategic plans, policies, projects and partnerships.</p> <p>Prepare or play a key role in the preparation of design guidance and other publications as necessary, for example, the Cotswold Design Code.</p> <p>Assist with the supervision of consultants providing specialist biodiversity advice.</p> <p>Co-ordinate relevant community and strategic projects, in partnership with all relevant stakeholders.</p> <p>Carry out biodiversity survey work.</p>
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<p>Postgraduate qualification in your area of expertise and/or relevant experience of at least five years.</p> <p>Relevant undergraduate degree.</p> <p>GCSE Maths and English or equivalent to grade C/4 or higher.</p> <p>Substantial level of knowledge, understanding and experience of all aspects of biodiversity, particularly those relevant to the planning system (including enforcement and appeals).</p> <p>Experience of working flexibly as part of a team, collaborating with colleagues and stakeholders and working independently under pressure and within tight deadline.</p> <p>Ability to remain calm and confident when dealing with challenging customers and environments and to resolve complex issues by negotiation.</p> <p>Ability to understand, analyse and produce complex technical reports.</p> <p>Excellent written and verbal communication skills.</p> <p>Experience of working with the public and a wide range of partners and stakeholders.</p> <p>Experience of being involved in continuously improving services and developing products to meet customer need.</p> <p>Demonstrate commitment and resilience to succeed.</p> <p>Competent in using a range of technology and software packages, including Microsoft and Google.</p> <p>Membership of CIEEM (or eligibility for membership).</p>
Desirable Requirements Qualifications, Skills and Abilities:	<p>Experience of working in local government.</p> <p>Experience of working in a Development Management context.</p> <p>Knowledge, understanding or experience of project management.</p>

	Experience of acting as an expert witness.		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities.</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:	30/07/25	Reviewed By:	Danielle Berry
Checked by HRBP		Date of Issue:	