



Role Profile

ECOLOGICAL ASSISTANT

Reference No.	I579.01	Type	Individual
Service	Communities & Neighbourhoods		
Job Family	Para Professional	Grade	FC6

Purpose

To work within the Biodiversity Team, supporting the enhancement of the biodiversity and natural heritage of Fife through a range of environmental and land based activities and projects. To assess and conduct ecological surveys of Fife Council's designated Wildlife Sites (SINCS) ensuring they meet recognised baseline standards satisfying the needs of Development Planning and contributing to Fife Council's Biodiversity Duty.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking Wildlife Site assessment and surveys.	Educated to SCQF level 9 which includes a Degree or equivalent in a relevant environment or countryside subject Previous experience of working or volunteering in an environmental organisation Knowledge of ecological monitoring and surveying techniques and methodology Experience of Phase 1 surveys and or Preliminary Ecological Appraisal	✓ ✓	✓

E = Essential Criteria D = Desirable Criteria

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	Graduate Membership of CIEEM	✓	
Walking and travelling throughout Fife to undertake various site visits, can be remote and lone working.	Ability to travel to and work from various locations throughout Fife	✓	
	Physically able to walk rough terrain where required	✓	
Developing and adapting standard and available project methodologies to recognise local need.	Knowledge of botanical species groups	✓	
Supporting, maintaining and updating project and work plans, project files and other information.	Project management skills		✓
Liaising with other Fife Council Services, Land Owners and Land Mangers and external partners regarding access and future management of the Wildlife Sites.	Conflict handling and negotiation skills	✓	
	Customer service skills (Focus on customers)	✓	
	Team working skills (Work together)	✓	
Preparing reports and analysing information for Fife Council and external partners including Scottish Natural Heritage (SNH)	Ability to communicate effectively either written or verbal to a range of stakeholders	✓	
	Ability to carry out tasks with accuracy	✓	
	Organisational skills (Take ownership)	✓	
Producing and maintaining publicity and communication materials.			
Inputting data to various databases and systems e.g. Recorder 6 and NBN.	IT Skills (Embrace technology & information)		✓
Maintaining records relating to species counts and habitat monitoring.	Knowledge of environmental issues		✓

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Responding to enquiries from landowners, members of the public and other Council Services	Ability to provide a regular and effective service	✓	
Promoting and developing the use of volunteers for species and habitat monitoring			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results