



Role Profile

NATURAL HERITAGE OFFICER

Reference No.	A4887	Type	Individual
Service	Planning Services		
Job Family	Professional 2	Grade	FC8

Purpose

To develop and implement new initiatives, ensuring liaison and collaboration to deliver high quality customer-focussed services through advice and actions to safeguard and enhance Fife's natural environment assets and biodiversity in the context of planning and development. This includes supporting the development of planning policy and guidance, implementing Fife's development plan, and Fife's Community Plan priorities on addressing the climate emergency and place-based solutions.

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
<p>Providing specialist natural heritage advice in relation to applications for planning permission, design briefs, and masterplans.</p> <p>Preparing reports, policy, and natural heritage advice, including those related to planning applications and tree preservation orders.</p> <p>Contributing to the development and delivery of the natural heritage component of policies and programmes, including Fife's development plan, and related strategies addressing the key issues of social and economic equality, and climate change action.</p> <p>Undertaking site inspections in accordance with Service protocols.</p>	<p>Ability to provide a regular and effective service</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent in ecology or a related environmental science discipline such as planning.</p> <p>Membership of a related professional body e.g. Chartered Institute of Ecology & Environmental Management or Royal Town Planning Institute.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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Contributing to environmental assessments prepared by the Council.	Knowledge of nature conservation and biodiversity issues and relevant legislation, processes, and procedures	✓	
Creating, reviewing, and updating published planning and good practice guidance on the natural environment to advise the public, landowners, and developers.	Knowledge of current/topical issues in the planning profession	✓	
Promoting and cascading information on natural heritage good practice including building skills training, continuous professional development (CPD), outreach and education, and through contributions and management of the Fife Heritage Blog and other educational and promotional activities.	Written and oral communication skills	✓	
Working with local and national bodies to help conserve and promote Fife's natural heritage and biodiversity.	Experience of working in a disciplined manner	✓	
Leading or participating in advisory and developmental activity in matters related to the natural environment, biodiversity, nature heritage and conservation, and countryside matters.	Experience of working as part of a team or individually	✓	
Assisting in the day-to-day technical policy and administrative support of the planning service.	Experience of ecological surveying methodologies, and the ability to interpret the results to inform policy development and planning advice	✓	
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.	Experience of working on own initiative and thinking creatively and independently within the parameters of relevant legislation	✓	
Assisting the Lead Officer in discharging the responsibilities of that post, including deputising as required.	Computer skills using standard and bespoke packages		✓
Representing the Council at inquiries, hearings etc., (in accordance with your professional code of conduct) and at other meetings.	Organisation awareness		✓
Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.	Experience of working effectively with colleagues at all levels	✓	
	Confident in dealings with others, including members of the public and politicians.	✓	

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Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.			
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	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>