

Biodiversity Co-ordinator			
Reference No.	JBA1542		
Service:	Climate Change & Zero Waste		
Job Family:	Planning, Property and Assessors	Grade:	FC7
Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			

Purpose		
To co-ordinate the development and implementation of the Fife Local Biodiversity Action Plan (LBAP), including coordination of the Fife Biodiversity Partnership and liaison with a range of sectors, in order to protect and enhance the environment and natural heritage across the Kingdom. Deliver projects, initiatives and activities. To work in partnership with and offer specialist support to a wide range of stakeholders including voluntary organisations, landowners and managers, community groups, businesses, and services within Fife Council to deliver projects and initiatives which meet LBAP objectives as well as Fife Council's duty under the Nature Conservation (Scotland) Act 2004.		
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 9 which includes a Degree or equivalent in a relevant environment subject	✓	
Experience of project management within an ecological, countryside management or nature conservation field	✓	
Experience of practical countryside or land management, including knowledge of biodiversity issues and conservation	✓	

Role Profile

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Co-ordinating the development, production and implementation of the Fife Local Biodiversity Action Plan, including liaison with partners and experts and reviewing and revising the plan. This includes: - identifying principal agencies to co-ordinate each action - identifying means of monitoring action implementation - seeking funding from appropriate bodies as required - liaising with partners over the progress of agreed actions - reporting on progress - reviewing success of the Plan and preparing and publishing updates
Developing, managing, and supporting a range of projects, initiatives, and activities that conserve species, habitats and ecosystems throughout Fife in support of the implementation of the Fife Local Biodiversity Action Plan and/or to achieve Fife Council aims, including: - development and research - consultation - securing funding - partnership working - problem solving - monitoring - delivery within agreed timeframes
Providing a focal point for biodiversity action in Fife by co-ordinating and providing secretariat to the Fife Biodiversity Partnership, a group of representatives from a range of sectors and specialist groups.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes	✓	
Organisational skills and confidence to take initiative as required	✓	
Knowledge of developing and working to SMART targets	✓	
Project management skills	✓	
Decision making skills	✓	
Time management skills	✓	
Experience of working to deadlines	✓	
Organisational skills and the ability to prioritise workload	✓	
Ability to operate effectively while under pressure and cope with uncertainty	✓	
A flexible approach and ability to embrace change	✓	
Conflict handling and negotiation skills		✓
Team working skills	✓	
Interpersonal skills	✓	
Confident administrator	✓	

Role Profile

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
• arranging and keeping records of regular meetings • briefing the Partnership on the progress of the Fife Local Biodiversity Action Plan and national biodiversity developments • supporting partners with project delivery, ranging from advice to joint project development and delivery • facilitating communication between partners on the group as well as with other partners, particularly in areas of mutual interest including the development of projects
Providing ongoing guidance and support to services, community planning partners and others to help integrate biodiversity into its functions with an understanding of the multiple benefits of a high quality, biodiverse environment. This includes: • helping the public body meet and report on its duty under the Nature Conservation (Scotland) Act 2004 • provide support to services within the Authority via advice, presentation, awareness raising, project development and toolkits • developing biodiversity performance KPIs which help Fife Council and community planning partners to meet their targets • integrating the Fife Local Biodiversity Action Plan within other strategic documents within Fife Council and other partner organisations • building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work particularly in Fife Council • attending and providing specialist biodiversity input to Fife Council and FCCT groups and meetings

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
IT Skills, competent with Microsoft suite of products and on-line conferencing platforms		✓
Strong communicator (written and verbal) with a keen eye for detail	✓	
Knowledge of local, national, and international strategies, policies and initiatives	✓	
A working knowledge of ecology and/or natural science	✓	
Adaptable and motivational team worker	✓	

Role Profile

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
- maintaining knowledge of legislation, national and international developments and best practice, and linking these to local initiatives and issues - representing Fife Council at wider regional biodiversity partnership groups, external conferences, seminars, workshops and events - Maintaining partnership working with Fife Nature Records Centre
Advising a range of stakeholders including community groups, voluntary organisations, Council services and Elected Members on protecting and enhancing biodiversity through policy, best practice and practical initiatives.
Developing awareness raising and capacity building opportunities for communities and professionals in relation to conservation of biodiversity in Fife. This includes: - promoting the value of biodiversity through media and events - engaging local people and organisations in action to enhance biodiversity undertaking educational initiatives and activities with a wide range of groups, including children and young people

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Experience of developing and maintaining effective partnership working across organisational boundaries		✓
Capable public speaker	✓	
Knowledge of environmental issues	✓	
Experience of working with/within local authorities, statutory agencies, non-governmental organisations, business, community groups and the agricultural sector	✓	
Experience of supporting and advising internal and external stakeholders		✓
Experience of presenting information in an interesting and stimulating manner	✓	

Role Profile

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Run events for the public and volunteers to assist with delivery of projects and initiatives across Fife, improving engagement in and effectiveness of delivery of the Fife Local Biodiversity Action Plan. Attend events organised by other organisations to raise awareness about the LBAP. Maintain and develop a network of contacts and volunteers.
Managing and communicating information effectively so that colleagues, partners, and the public are kept up to date with internal and external developments. This includes: • Overseeing the development of a range of publicity and communication materials, including presentations • preparing and presenting reports and information for Fife Council and other external partners, including funders and committees. Includes compiling Fife Council's biodiversity duty report to Scottish Government. • leading meetings including working groups, forums and project meetings
Supporting Fife Council in securing and managing grant funding for projects leading through technical contributions and ensuring strategic focus

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Good knowledge of motivational theory and experience of sharing and promoting projects and programmes with diverse audiences to secure buy-in		✓
Ability to communicate effectively to a range of stakeholders	✓	
Experience of developing and delivering presentations	✓	
Ability and willingness to speak publicly	✓	
Communication skills	✓	
Report writing skills	✓	
Ability to carry out tasks with a high degree of accuracy	✓	
Knowledge and interest in working with non-biodiversity specialists		✓
Experience of sourcing project funding from a variety of sources	✓	
Knowledge of funding mechanisms and opportunities		✓
Experience of budgeting procedures and budget management	✓	
Ability to translate legislation and policy into action on the ground	✓	

Role Profile

Key Responsibilities - 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
Keeping up to date with relevant areas of practice and national and regional developments and sharing this expertise within FCCT and Fife Council		Knowledge of biodiversity policies/issues, biological recording and/or habitat management		✓	
Walking and travelling throughout Fife to undertake site visits, surveys and projects in all weathers, ground conditions and times of day and night. Requires lone working, sometimes at remote locations.		Ability to travel to and work from various locations throughout Fife independently		✓	
		Full UK Driving Licence		✓	
		Physically able to walk rough terrain where required		✓	
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:				
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
Job Title (Specialists Tasks)				

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.	

Role Profile

Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.