# Hosting Proforma

Newry, Mourne and Down District Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Catrina Miskelly – Assistant Director: Corporate Services

(HR & Safeguarding)

 Name

 Organisation/

Human Resources

 Department

Downshire Civic Centre

Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

 Address

 Telephone Fax number

0330 137 4025

 Number

recruitment@nmandd.org

 E-mail

Type of Opportunity

Secondment to the post of **Biodiversity Officer** (to 31 August 2022 (however this duration may vary, and may conclude earlier or may be extended)

This is a part-time post (14.48hrs)

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| The postholder will be responsible for leading the development and delivery of biodiversity action within Newry, Mourne and Down District Council. They will ensure the Council are implementing the statutory biodiversity duty through the co-ordination and delivery of the Council’s Local Biodiversity Action Plan (LBAP) and development of Council Biodiversity Implementation Plans (BIPs).  |

 Main objectives of the opportunity

|  |
| --- |
| 1. Ensure the Council fulfils its obligation regarding biodiversity in line with relevant legislation, policies and best practice.
2. Implement and review as required the Newry, Mourne and Down Local Biodiversity Action Plan (LBAP) in partnership with all relevant Government departments, the community/voluntary sector, schools, landowners and any other relevant bodies.
3. Develop and implement the Biodiversity Implementation Plans (BIPs) for Newry, Mourne and Down District Council.
4. Promote awareness of biodiversity through the provision of talks, presentations, seminars, training, promotional material, press releases, social media, Council publications and web-based material to schools, community groups, general public and within the Council.
5. Provide information and advice to the Council, their partners and other local authorities on matters relating to biodiversity.
6. Assist in developing, implementing and promoting Council Strategy and policies to enhance biodiversity in all Council activities and assets.
7. Complete Habitat Regulation Assessments (HRAs) for Council projects where applicable and provide advice and assistance to other Departments as requested.
8. Advise on biodiversity issues with respect to management plans, design and landscaping, facilitating management agreements and other reports concerning Council properties and projects.
9. Identify and where appropriate implement opportunities for the enhancement of Council properties and other public land for biodiversity purposes, including conducting relevant surveys and research where required.
10. Organise and coordinate working groups both within the Council and with local stakeholders with the aim of implementing biodiversity strategies and enhancing the district’s biodiversity value.
11. Identify funding from Council and external sources to deliver Biodiversity programmes and activities relevant to the function of the post.
12. Develop Council led biodiversity projects to include the preparation of grants / funding applications, implementation, reporting and evaluating of successful projects and budget management.
13. Ensure monitoring, financial and statutory returns are completed and returned to funders and/or relevant statutory agencies within specified timelines.
14. Produce written reports as required and attend necessary Council meetings and committee meetings.
15. Undertake and manage projects as directed by the Head of Service using the principles of good project management, in areas of responsibility.
16. Work with other officers within the Sustainability section to assist in the promotion and awareness of sustainability and environmental issues.

 1. Develop and analyse specifications and tenders for projects relevant to the post ensuring that the Council receives value for money. Liaise with successful companies to manage the projects through from specification to completion including managing appropriate budgets.
2. Deal with enquiries from the public, businesses, schools, elected members and non-governmental organisations in an efficient and effective manner.
3. Represent the Council at various external meetings as directed by the Head of Sustainability and undertake any duties as required.
4. Ensure maximum publicity in the local press, media, council publications and corporate website for all initiatives / events carried out under the function of the post.
5. Develop and sustain partnerships with government bodies, other District Councils and voluntary and community groups with regard to biodiversity issues.

  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| 1. Have a minimum of a Level 4\* qualification for e.g. HNC in a relevant subject area, i.e. ecology, environmental subject

\* See link for equivalent qualifications guide in line with the Qualifications and Credit Framework (QCF: <https://www.accreditedqualifications.org.uk/qualifications-and-credit-framework-qcf.html>AND* At least 1 year’s previous experience developing and delivering biodiversity related projects and programmes.

**OR*** **In lieu of qualification** have at least 2 years’ previous experience developing and delivering biodiversity related projects and programmes.
1. Clearly demonstrate 6 months’ experience and competence in the following areas:
* Successfully managing and delivering a variety of projects simultaneously and achieving results to meet time frames.
* Development of successful working partnerships with a wide range of groups and individuals (e.g. community/voluntary sector)
1. Experience of identifying and securing funding.
2. Have a broad knowledge and understanding of biodiversity.
3. Be able to demonstrate competence in use of e-mail and Microsoft office applications including word, excel, PowerPoint.
4. Ability to work outside of normal office hours, including evenings, weekends and public/bank holidays.
5. Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post.
 |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Head of Sustainability |

 Who will be the individual’s line manager and/or reporting officer?

|  |
| --- |
| Head of Sustainability  |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

|  |
| --- |
| The benefits to Newry, Mourne and Down District Council will include:* The development and delivery of biodiversity action within Newry, Mourne and Down District Council and implementation of the statutory biodiversity duty through the co-ordination and delivery of the Council’s Biodiversity Action Plan.

The benefits to the individual will be:* Experience gained in developing and delivering a Biodiversity Action Plan.
* Experience of working within another organisation

The benefits to their organisation will be:* Experience gained in developing and delivery of biodiversity action within a Council District and implementing the statutory biodiversity duty through the co-ordination and delivery of the Council’s Biodiversity Action Plan.
 |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Duration:** Temporary until 31 August 2022 (flexible working request cover), which may may conclude earlier or be extended**Location:** Council Offices, either Downshire Civic Centre or O’Hagan House, Monaghan Row, Newry.**Resources:** Full office/development environment - standard resources (including a desk and PC) will be provided.**Salary:** The salary will be SO2 SCP 26-28 (currently £30,451 - £32,234 per annum, based on a 37-hour working week)**Hours:** 14.48 hours per week**Work Pattern:** Thursday: 7.24hrs Friday: 7.24hrs**Selection:** Interview.**Contact:** Human Resources Department – 0330 137 4885 / 4025**Closing Date**: Applications\* must be submitted by **5.00pm on Friday 15 October 2021** to**:****interchangesecretariat@finance-ni.gov.uk**\*NICS staff are not eligible to apply for this opportunity |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
|  |

**Signed:**

|  |
| --- |
| 30 September 2021 |

**Date:**