



WEST OXFORDSHIRE
DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Nature Recovery	Location:	Witney
Department:	Planning Policy	Service:	Governance and Regulatory Services
Reports to:	Principal Ecologist	Working Hours:	37 hours per week
Salary:	£36,611	Peer Group:	PGI12a
Business World Post Number:	New	Job Group:	Level 2 Specialist
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	<ul style="list-style-type: none"> To work as a nature recovery specialist with a focus on raising awareness of, and implementing, the Council's Nature Recovery Plan and the Oxfordshire Local Nature Recovery Strategy (LNRS). To lead on external community outreach support for the implementation of nature recovery projects, including the provision of specialist advice to local communities. To manage nature recovery projects supporting the Council's commitment to addressing the climate and nature emergency. To represent the council in external collaborations and consultations, supported by senior officers in decision-making. To provide technical ecological input into Biodiversity Net Gain (BNG) monitoring and the establishment of habitat banks.
Key Tasks and Responsibilities:	<p><i>Internal</i></p> <ul style="list-style-type: none"> Support the delivery and monitoring of internal nature recovery projects, leading on specific projects and actions as required. Coordinate and manage nature recovery projects with internal stakeholders, including Communities and Wellbeing and Climate. Provide advice and guidance to staff and service areas on nature recovery. Assist with internal biodiversity-led initiatives including the delivery of land management plans, the WODC Climate and Nature Network and the establishment and monitoring of habitat banks. <p><i>External</i></p> <ul style="list-style-type: none"> Develop and manage projects in collaboration with external partners for the implementation and monitoring of the LNRS. Provide technical and practical advice and support to external stakeholders and local communities on nature recovery action, including the preparation of relevant strategies and plans. Lead on the establishment of Road Verge Nature Reserves in partnership with Oxfordshire County Council and provide ongoing management advice and monitoring. Identify opportunities for ecological enhancement of urban green

	<ul style="list-style-type: none"> • Lead the Kilkenny Lane Country Park volunteer group and facilitate other volunteer groups as required. • Organise events to showcase nature recovery actions. • Represent the Council on external partnerships and meetings concerning nature recovery with support from senior officers in decision making. <p><i>General</i></p> <ul style="list-style-type: none"> • Coordinate nature recovery related communications with the Council’s Communications Team. • Be responsible for managing small, and input into large, nature recovery projects at varying stages of the lifecycle, applying detailed technical knowledge to analyse issues, make informed decisions and deliver high quality outcomes. • Identify funding sources for biodiversity projects and assist with the preparation of funding applications. • Provide specialist ecological input into relevant local and national consultations and collaborate effectively with other technical experts. • Contribute to papers for the Senior Leadership Team, Executive, full council, committees, etc, and, where appropriate, present them. • Offer clear, objective specialist advice and guidance to internal and external stakeholders, supporting problem solving and risk management. • Engage and interact with customers to meet their needs. • Work in accordance with relevant legislation, policies, procedures and operational guidelines, escalating matters to senior technical colleagues when necessary. • Maintain accurate records and ensure all customer and organisational information is captured, stored, and handled with discretion, integrity and confidentiality. • Contribute to achieving key performance indicators and overall team objectives. <p><i>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be</i></p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • A relevant degree in ecology, biodiversity or a related subject(s) with 1-2 years’ experience, or at least 5 years’ relevant work/voluntary experience. • Good knowledge of nature recovery, LNRS and public authorities’ Statutory Biodiversity Duty. • Good level of knowledge and experience in BNG, habitat surveying and land management. • Experience of working flexibly as part of a team and collaborating with internal and external colleagues and stakeholders. • Ability to work independently under pressure and within tight deadlines. • Ability to work with others to deliver key outcomes. • Ability to manage time effectively. • Demonstrate commitment and resilience to succeed. • Ability to remain calm and confident when dealing with challenging customers and environments.

	<ul style="list-style-type: none"> • Competent in using a range of technology and software packages, including Microsoft, Google and GIS. 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Good level of experience with the establishment and monitoring of habitat banks for BNG. • Good knowledge and understanding of climate change, natural capital, nature-based solutions and related subjects. • Proficient in GIS software use. • Member/working towards membership of the Chartered Institute of Ecology and Environmental Management (CIEEM) or a professional accreditation with another relevant professional body. 		
General Accountabilities:	<ul style="list-style-type: none"> • 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. • Work in compliance with the Codes of Conduct, Regulations and 		
Special Conditions:	<ul style="list-style-type: none"> • Work reasonable additional hours in line with the needs of the service. • Work at other locations to meet the needs of the business as required. • Work reasonable additional hours in line with the needs of the service. 		
Date Reviewed:	16.06.2026	Reviewed By:	Melanie Dodd
Checked by	Andrew Thomson		
Checked by HRBP	Heidi Carrington Dunn	Date of Issue:	