



J O B D E S C R I P T I O N

POST REF NO:

JDES:

POST

Ecological Records Officer

DEPARTMENT

West Yorkshire Ecology Service

GRADE

SALARY SCALE: WY04

LOCATION

Morley, Leeds

REPORTING TO

Senior Ecologist

DIMENSIONS

FINANCIAL:

Expenditure for which post holder is JOINTLY responsible: Nil

Income for which post holder is JOINTLY responsible: Nil

STAFF:

DIRECTLY Responsible: None

INDIRECTLY Responsible: None

Management of temporary staff or volunteers on ad hoc basis as opportunity arises

OVERALL JOB PURPOSE

To provide ecological information and deal with enquiries; to contribute to the maintenance, enhancement & development of the West Yorkshire Ecological Record; to liaise with local recorders including wildlife groups and other local organizations; to undertake / assist with ecological surveys.

CONTEXT

OPERATING ENVIRONMENT:

- WYJS provides Trading Standards, Analytical, Archaeological, Ecological and Archive Services to the population of West Yorkshire (2.2 million people) on behalf of the 5 Constituent Authorities.

FRAMEWORK & BOUNDARIES:

- The position of Ecological Records Officer is answerable to the Senior Ecologist.
- As Ecological Records Officer the post holder will be expected to carry out their duties in accordance with all organisational policies and procedures.
- As an employee of WYJS, the Ecological Records Officer will be subject to all terms & conditions of employment.

PLANNING AND ORGANISING

- The post holder will handle issues requiring both short and long-term action.
- The post holder will plan and organize own workload in consultation with the Senior Ecologist.

DECISION MAKING

To make decisions about external access to WY Ecological Records. To work within pre-determined procedural guidelines designed to ensure proper implementation of ecological record strategies.

KEY RESULT AREAS

1. To maintain and develop the ecological records and the retrieval systems of West Yorkshire Ecology Service (WYES).
2. To accession, create and enhance computer-based and paper-based records.
3. To respond to enquiries to WYES from the public and from professionals, including the commercial sector within agreed response times.
4. To prepare reports and other documents relating to the WYES ecological management functions.
5. To accession Service equipment, library books and reports; to issue equipment, books and reports to third party users and monitor their use and return.
6. To promote the work of the Service and the Ecological Records by presenting talks at local level and to participate in events promoting West Yorkshire's ecological resource and the work of WYES, and to liaise with appropriate local, regional and national bodies and to encourage the exchange of ecological records.
7. To provide support for voluntary recorder groups and individuals including occasional training and supervision of local volunteers, as directed by the Senior Ecologist.
8. To encourage the submission of ecological records by local groups and volunteer recorders.
9. To undertake or assist with ecological surveys.
10. To carry out any other duties commensurate with the responsibilities of the post that may be required by the Principal Officer, Archaeology Advisory Service.
11. The post holder's duties must at all times be carried out in compliance with the servicing Authority's Equal Opportunities Policy.

12. The post holder's duties must at all times be carried out in compliance with all employment, Data Protection and Freedom of Information legislation requirements, as detailed in the Employee Handbook.

13. Ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974. These include the provision of protective clothing, Health and Safety Instruction etc.

14. Such other duties at a comparable level of responsibility relating to the work of the Division as may be required.

PERSONAL CONTACTS

INTERNAL: Officers and Members of West Yorkshire Joint Services

EXTERNAL: Staff in constituent authorities; consultants and ecological contractors and recorders; national, regional and local societies and organizations; landowners, members of the public, academics, students.

MANAGEMENT STRUCTURE

Archaeology and Ecology Team Manager

Senior Ecologist

Ecological Records Officer

SPECIAL FEATURES OF POST

West Yorkshire Ecology Service receives support and guidance from an advisory group made up of representatives from each of the five West Yorkshire Districts, with additional input from Natural England. The post-holder will work closely with this group.

JD PREPARED BY:

Manager's Name Senior Ecologist/ Principal Archaeologist

Date 10/01/2013

POST:

**Evaluated:
Moderated:
JE Reference No:**

AMENDMENTS:

PERSONAL SPECIFICATION *(Experience, Knowledge and Skills)*

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	One year full-time or equivalent relevant experience. Experience of ecological recording.	Including working with volunteers.	Application Form References Interview
Education/Training	Honours degree in Ecology or a related subject.	Knowledge of relevant environmental legislation. Phase 1 Habitat Survey or other survey skills.	Certificates Interview
Specialist Knowledge/Skills	IT literate including good GIS knowledge.	Good communication skills. Knowledge of / experienced in the use of MapInfo & Recorder software.	Interview Application form References
Any Additional Features	Good attention to detail and accuracy	Full driving licence	Application form and interview Licence

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