

## JOB DESCRIPTION

**JOB TITLE:** West Norfolk Heathlands Officer      **UNIT:** Reserves Team

**PRESENT POST HOLDER:** Vacant

**AMENDMENT:** November 2011

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### **OVERALL PURPOSE OF THE JOB:**

To ensure the effective and efficient day-to-day running of the heathland reserves and other sites in west Norfolk: organise and assist staff and contractors to implement habitat management; husband grazing stock; undertake reserve administration; organise monitoring; maintain machinery and equipment; organise workshop/office; maintain estate installations; implement visitor scheme.

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### **REPORTING TO:**

West Norfolk Reserves Manager

### **REPORTING TO JOB HOLDER:**

West Norfolk Assistant Warden, casual labour, contractors and reserve volunteers.

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### **OTHER WORKING RELATIONSHIPS:**

#### **Within the organisation:**

Other reserve fieldstaff and HQ staff, in particular Reserves, Education, Finance, Administration & IT. Volunteers. Volunteer work party leaders.

#### **Outside the organisation:**

Local landowners. Conservation Officers and fieldstaff of Natural England and other bodies including RSPB, DEFRA, Butterfly Conservation. County, District and Parish Councils. Local members, general public, reserve visitors and school and college groups. University and college researchers. EA and IDB staff. Contractors and utility operators. Licence holders, tenants, emergency services, user groups. Media (after consultation with PR & Communications Manager and West Norfolk Field Officer).

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### **MAIN DUTIES:**

1. Plan, organise and implement management on the above reserves in accordance with the site management plans. This will regularly involve:
  - use of reserve machinery such as ATV, tractor and attachments, chainsaw, brushcutter, chipper, weedwiper, mower, winches
  - scrub removal
  - general estate work such as fencing, signs and construction
  - woodland management such as felling and extraction
  - wetland management such as maintenance of sluices
  - mowing
  - use of herbicides
  - liaising with and supervising contractors and licencees
  - maintenance of buildings and infrastructure
2. Livestock management (Ponies and Sheep) including regular checking (looking) and roundup/inspection (in conjunction with the Grazing Team)

3. Inspection and maintenance of reserve machinery and equipment to approved standards, involving use of hand tools, drills, pressure washers, compressors, grinders and welders. Keeping maintenance logs.
4. In conjunction with the West Norfolk Reserves Manager, implement the reserve management plans and assist in administering the operation of the following nature reserves: Roydon Common, Grimston Warren, The Delft, East Winch Common, Syderstone Common and Narborough Railway Line.
5. Prepare annual work plans with West Norfolk Reserves Manager.
6. Ensure implementation of Trust's health and safety policy
7. In conjunction with the West Norfolk Reserves Manager ensure reserve operations meet cross-compliance requirements
8. Collect and maintain biological/environmental data as stated in the management plans or as directed, and assist in research projects as required.
9. In conjunction with the West Norfolk Reserves Manager, prepare annual reports for the reserves and other reports as directed.
10. Carry out surveys for hazardous trees as directed.
11. In conjunction with West Norfolk Field Officer and NWT Fundraising Team - plan, organise and implement sponsorship programmes and input information for grant and sponsorship applications.
12. In conjunction with West Norfolk Field Officer and Education Team - plan, organise and implement visitor, education and interpretation programmes; give talks and guided walks on a discretionary basis.
13. Undertake routine patrolling of the reserves to enforce Trust rules and policies
14. Whilst undertaking the above duties, promote the work of the Trust and recruit new members.

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#### **OTHER DUTIES:**

- Ensure that correspondence and telephone enquiries are dealt with promptly.
- Assist with management of other land as directed by the West Norfolk Reserves Manager.

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#### **SPECIAL REQUIREMENTS:**

1. Competence to use all reserve machinery and equipment
2. A sound understanding of the ecology and habitat management principles, and experience in managing:
  - heathland
  - fens / mires
  - chalk grassland
  - woodland and scrub
  - ponds and dykes
  - grassland

3. Good organising skills, able to plan, implement, undertake and supervise a wide variety of tasks, usually involving other staff and volunteers
4. Good administrative skills, able to maintain accurate records of pesticide use and storage and of use and storage of equipment and substances covered by health & safety legislation,
5. Ability to maintain good relations with reserve user groups and emergency services as listed above and deal with them in a friendly and courteous manner (including trespassers)
6. Ability to maintain confidential information
7. Ability to produce clear and concise reports
8. May be required to complete a Barring and Vetting Criminal Records Bureau check.
9. Current driving licence and preferably with relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight
10. Holds relevant first aid qualification (if necessary, training will be provided)
11. Experience in handling livestock especially ponies and sheep (training will be provided)
12. Holds qualification in assessment of hazardous trees (if necessary, training will be provided)
13. Prepared to use and be trained for use of traps, e.g. for mink control

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**OTHER RELEVANT FACTORS OF THE JOB:**

- Prepared to work unsocial hours
- May be disturbed at home during unsocial hours
- Must be prepared to use herbicides or veterinary medicines (after appropriate training)
- May be expected to use own transport on Trust business
- Must be prepared to work outside all year round

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**LIMITS OF AUTHORITY:**

- Signs own correspondence in consultation with the WNFO
- Purchases items up to an agreed limit
- Signs worksheets/time sheets for contractors as required

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**CONDITIONS OF SERVICE:**

See Contract of Employment

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**HEALTH AND SAFETY**

A risk assessment has been carried out for this post. The main hazards identified are:

- Felling trees and scrub using chainsaw
- Livestock handling
- Operating ATV, including with a weedwiper
- Lone working
- Manual handling
- Use and transport of pesticides
- Working near contractors and their machinery
- Working near water
- Lyme's disease
- Driving tractor on difficult ground and on A47 trunk road
- Operation of tractor with rotary mower, flail collector
- Operating tractor fitted with front-end loader and / or trailer
- Winching, including use of power winch
- Felling scrub using clearing saw
- Operating frame-steer tractor
- Operating pedestrian mower and baler
- Bracken-cutting
- Weil's disease
- Adder bites
- Wasp stings
- Exposure to sun and cold
- Dealing with difficult situations