

JOB DESCRIPTION

JOB TITLE: West Norfolk Reserves Manager

TEAM: Nature Reserves

PRESENT POST HOLDER: Vacant

GRADE: Reserves Manager

DATE: Dec 2017

COMPILED BY: WB/JM

OVERALL PURPOSE OF THE JOB:

Ensure the effective and efficient day to day running of NWT nature reserves within the Gaywood Valley Living Landscape and West Norfolk. Co-ordinate staff, volunteers and contractors to implement habitat management, supervise maintenance of machinery, equipment and infrastructure, produce and review management plans and carry out ecological and environmental monitoring. Promote NWT policies and wider work in West Norfolk.

REPORTING TO:

Head of Nature Reserves (HoNR Brecks, Woods, Heaths, West Norfolk and Grazing)

REPORTING TO JOB HOLDER:

West Norfolk Assistant Reserves Manager, contractors, reserve volunteers and estate staff as required

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Other reserve field staff and HQ staff and volunteers, volunteer work party leaders. voluntary reserve wardens, and local NWT Group contacts.

Outside the organisation:

Local landowners, staff at Natural England, DEFRA, Forestry Commission, Environment Agency, Internal Drainage Board, Anglian Water, County, District and Parish Councils, other conservation NGO's, contractors, utility operators, licensee graziers, common rights holders, tenants, emergency services, police. Also researchers, reserve visitors, education groups and media (in consultation with PR and Communications Manager).

MAIN DUTIES:

1. Oversee the preparation, implementation and updating of reserve management plans and administer the running of NWT managed sites in West Norfolk including Roydon Common, Grimston Warren, The Delft, Rising Breck, East Winch Common, Syderstone Common, Ringstead Downs and Narborough Railway Line nature reserves.
2. Undertake the effective management and development of the West Norfolk reserves team including:
 - Line management and performance management of staff
 - Undertaking an annual performance review

- Planning and prioritising work, preparing work programmes
 - Regular staff liaison and support
 - Identifying training and development needs
 - Ensuring effective staff cover, high standards of discipline and professionalism at all times
 - Ensure adherence to all Trust policies and procedures
3. Plan, organise and direct site management on the above reserves in accordance with the site management plans and health and safety policies. This will regularly involve:
- Use of machinery such as tractors, trailers and attachments such as flail collector
 - Use of equipment such as chainsaw, brushcutter, chipper, weedwiper, winches
 - Use of ATV / UTV and attachments
 - Maintenance of reserve equipment and machinery, involving use of workshop hand tools, drills, compressors, pressure washers, grinders and welders
 - Use of herbicides
 - Scrub removal
 - Mowing
 - Management of heathland, mire, ponds, grassland.
 - Woodland and tree management including felling and extraction
 - Liaising with and supervising contractors and licensees
 - Estate work such as fencing, high-tensile fencing, maintenance of buildings such as workshop, installation of signs and other construction work.
 - carry out or coordinate pest and predator control
4. In agreement and in consultation with NWTs Senior Conservation Officer and HoNR represent NWT at West Norfolk liaison meetings. Advise the HoNR of any issues or opportunities in the locality that affect the Trust's interests. Develop good communications with other organisations and neighbouring landowners in West Norfolk in consultation with HoNR.
5. Prepare budgets in consultation with the HoNR. Undertake budget control within agreed limits.
6. Develop capital projects and work with the HoNR and the Fundraising Team to ensure effective forward planning and resourcing to achieve the best possible management of West Norfolk sites. Prepare or assist with reports and presentations to sponsors and other grant aiding external bodies as required.
7. Carry out livestock management (ponies, cattle and sheep) including regular checking (looking) and roundup, inspection and vet days (with the Grazing Team).
8. Purchase machinery and equipment, and ensure maintenance is carried out to approved standards and in compliance with health and safety policies.
9. Carry out ecological monitoring, and collect and maintain biological and environmental data as prescribed in site management plans, NWT Monitoring plans or as directed by the HoNR. This may involve hydrological recording, key breeding birds, and rare or scarce plants. Supervise or assist where appropriate in monitoring and research carried out by others.

10. Fulfil obligations of Basic Payment and Higher Level Stewardship schemes. Assist with the process of managing annual and capital funding claims
 11. Carry out species protection and species management work.
 12. Prepare annual reports for the reserves, and other reports as directed.
 13. Ensure the West Norfolk Reserves Team maintains cross-compliance with DEFRA regulations, e.g. regarding pesticide use, waste management and record-keeping.
 14. Carry out all work in an environmentally aware manner, ensuring as little harm to the environment as possible.
 15. As required:
 - assist with visitor, education and interpretation programmes on West Norfolk reserves
 - input to the production of interpretive materials
 - carry out guided walks and give presentations.
 16. Engage with visitors and promote the work of the Trust whilst undertaking the above duties, recruiting new members at every opportunity.
-

OTHER DUTIES:

1. Organise and/or undertake routine patrolling of reserves to enforce NWT polices, and notify the HoNR of serious infringements.
 2. Work in accordance with the Trust's Health & Safety policy and contribute to the maintenance of a healthy and safe working environment.
 3. Interview and recruit staff in consultation with the HoNR.
 4. Attend training courses and pursue further personal development related to setting of annual appraisal objectives.
 5. Seek and respond to media opportunities in consultation with the PR and Communications Manager.
 6. Attend Reserves Team, West Norfolk Team and other internal meetings as required.
 7. Ensure that email, written correspondence and telephone enquiries are dealt with promptly.
-

SPECIAL REQUIREMENTS:

Essential:

1. A sound understanding of the ecology, habitat management principles, and experience in maintaining:
 - Heathland
 - Fens / mires
 - Chalk grassland
 - Ponds and dykes
 - Scrub
 - Woodland
2. People management skills including ability to motivate, organise and supervise staff and volunteers
3. A resourceful nature with the ability to prioritise, plan, supervise and implement complex and challenging work plans

4. Good communication, negotiating and networking skills
5. The ability to use computers or be trained to a competent level in MS Word, and intermediate MS Excel and MapInfo GIS skills.
6. Competent and trained in the use of the following reserve machinery and equipment: tractor, ATV / UTV, chainsaw, brushcutter and pesticide application
7. Must be capable of carrying out practical works to required standards
8. Ability to handle livestock or be trained (sheep/cattle/ponies).
9. Ability to maintain confidential information
10. Excellent interpersonal skills and an ability to deal with all reserve users in a friendly, tactful and diplomatic manner
11. Able to produce clear and concise reports
12. May be required to complete a DBS check if working with vulnerable adults or children
13. Current driving licence

Desirable:

Current driving licence with relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight (Classes B+E)

OTHER RELEVANT FACTORS OF THE POST:

Must be prepared to occasionally work unsociable hours (additional time worked may be taken as time off in lieu)

May occasionally be disturbed at home during unsocial hours

Expected to work weekend days on rota

Must be prepared to use herbicides or veterinary medicines (after appropriate training)

May occasionally (although not normally) be expected to use own transport on Trust business

Must be prepared to work outside all year round

LIMITS OF AUTHORITY:

Signs own correspondence

Purchases budgeted items and manages West Norfolk revenue budget within prescribed limits, including signing of purchase orders

Signs worksheets/time sheets for contractors as required

Represents the Trust at external meetings

Comment on external issues and consultations affecting NWT's work in West Norfolk in consultation with HoNR and Senior Conservation Officer (Planning)

CONDITIONS OF SERVICE:

See Contract of Employment.

HEALTH AND SAFETY

See individual risk assessment.