

## **JOB DESCRIPTION**

**JOB TITLE:** Woods and Heaths Lead Officer

**TEAM:** Nature Conservation

**PRESENT POST HOLDER:** Vacant

**PREPARED BY :** KH/AP/SC

**DATE:** January 2020

---

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

Supported closely by the Nature Conservation Manager East, lead the Woods and Heaths Reserves team staff in the effective and efficient management of NWT sites within the Woods and Heaths portfolio.

---

### **REPORTING TO:**

Nature Conservation Area Manager East

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

Reserves Assistants (2x), contractors, reserve volunteers.

---

### **OTHER WORKING RELATIONSHIPS:**

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

Other reserve field staff and HQ staff, members of the grazing team. Volunteers 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, tenants, emergency services, police. Also researchers, reserve visitors, education groups.

---

---

### **MAIN DUTIES:**

1. In conjunction with the Nature Conservation Area Manager East, input into and implement reserve management plans, and assist in administering the running of the Woods and Heaths NWT reserves including Foxley Wood, Thursford Wood, Buxton Heath and Holt Lowes.
2. Ensure staff reporting to the post-holder are effectively managed and supported through regular meetings, setting and reviewing of work programmes and objectives, undertaking an annual performance review, identifying training and development needs. Ensure that there is effective cover. Ensure maintenance of high professional standards and seek continuous improvement.

3. Plan, organise and implement management on the Woods and Heaths reserves in accordance with the site management plans. This will regularly involve:
  - Use of machinery such as tractors, trailers and attachments
  - 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, grinders and welders
  - Use of herbicides
  - Scrub removal
  - Mowing
  - Management of heath, fen, grassland.
  - Woodland and tree management including felling and extraction
  - Liaising with and supervising contractors
  - Estate work such as fencing, high-tensile fencing, maintenance of buildings such as workshop, installation of signs and other construction work.
4. Carry out livestock management (ponies, cattle and sheep) including regular checking and roundup, inspection and vet days (with the Grazing Team).
5. Carry out inspection and maintenance of reserve machinery and equipment to approved standards, involving use of workshop tools, drills, grinder, pressure washer, compressor; keeping machinery maintenance logs.
6. With support from the Nature Conservation Area Manager, revise management plans and prepare annual work plans, reports and budgets.
7. Ensure all Trust policies and procedures are adhered to.
8. Carry out species protection and species management work.
9. Carry out ecological survey and monitoring and collect and maintain biological and environmental data, as prescribed in the site management plans or as directed. Assist in research projects as required.
10. Ensure the Woods and Heaths Reserves Team maintains cross-compliance with DEFRA regulations, e.g. regarding pesticide use, waste management and record-keeping.
11. Manage and maintain risk assessment and inspection records required by safety legislation.
12. Carry out all work in an environmentally aware manner, ensuring as little harm to the environment as possible.
13. Where required, assist with implementation of visitor/education/interpretation programmes including leading groups.
14. Work with the Nature Conservation Area Manager and the Fundraising Team to secure external grant income. Prepare reports for claims and publicity as required.
15. Undertake patrolling of the reserves
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. Work in accordance with the Trust's Health & Safety policy and contribute to the maintenance of a healthy and safe working environment.
  2. Attend training courses and pursue further personal development related to setting of annual appraisal objectives
  3. Seek and respond to media opportunities in consultation with the PR and Communications Manager.
  4. Attend Nature Conservation Team, Woods and Heath Team and other internal and external meetings as required.
  5. Ensure that written correspondence and telephone enquiries are dealt with promptly and professionally.
  6. Assist with management of other land as directed by the Nature Conservation Area Manager.
  7. Undertake other ad hoc duties as reasonably requested by and/or agreed with the Nature Conservation Area Manager
- 

## **SPECIAL REQUIREMENTS:**

### **Essential:**

1. A sound understanding of the ecology, habitat management principles, and experience in maintaining:
  - Woodland
  - Fens
  - Ponds and dykes
  - Scrub
2. A resourceful nature with the ability to prioritise, plan, supervise and implement complex and challenging work plans
3. Leadership and the ability to line manage and motivate team members
4. Good communication, negotiating and networking skills. Ability to form collaborative working relationships with landowners and partner organisations
5. Competent and trained in the use of the following reserve machinery and equipment: tractor, UTV, chainsaw, brushcutter and pesticide application. Current driving licence
6. Must be capable of carrying out practical works to required standards
7. Experience in handling livestock especially ponies, cattle and sheep or be trained
8. IT skills: competent in MS Excel, GIS and MS Word
9. Ability to maintain confidential information
10. Excellent interpersonal skills and an ability to deal with a wide range of visitors in a tactful and diplomatic manner
11. May be required to complete a DBS check if working with vulnerable adults or children
12. Able to produce clear and concise reports

**Desirable:**

1. Experience of project management
  2. Driving licence includes relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight (Classes B+E)
  3. Trained in use of weedwipers
  4. Relevant first aid qualification
  5. Ambition and capability to maintain/develop a career with NWT
- 

**OTHER RELEVANT FACTORS OF THE JOB:**

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 assists with management of Woods and Heaths revenue budget within prescribed limits, including signing of invoices

Signs worksheets/time sheets for contractors as required

Represents the Trust at external meetings

---

**Postholder signature**

.....

**NWT:**

.....