

JOB DESCRIPTION

POST: Nature Conservation Operations Assistant

TEAM: Nature Conservation

PRESENT POST HOLDER: New Post

DATE: February 2024

PREPARED BY: AP/KH

OVERALL PURPOSE OF JOB:

Work closely with the Nature Conservation Operations Manager to support nature reserve teams in delivery of their work programmes, maintenance of their specialist machinery and administration of equipment check logs and health and safety records. Help to maintain a coherent Nature Conservation practical operation by encouraging common practice and shared learning to improve work efficiency.

REPORTING TO:

Nature Conservation Operations Manager

REPORTING TO POST HOLDER:

N/A

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Nature Conservation Area Manager East, Nature Conservation Area Manager West, Nature Conservation Support Manager, Reserves Monitoring Officer, Conservation Officers, Grazing staff, reserve-based staff, the Fundraising team, the Finance team, Estates and Facilities team and reserve volunteers.

Outside the organisation:

Staff at Natural England, DEFRA, Forestry Commission, Broads Authority, Environment Agency, Local Authorities, other landowners, other conservation bodies such as National Trust, RSPB and specialist conservation groups, utility operators and emergency services.

MAIN DUTIES:

1. Assist the Nature Conservation Operations Manager in organising practical operations liaising closely with the Nature Conservation Support Manager, Nature Conservation Area Manager East and Nature Conservation Manager West. (NCOM group)
2. Provide high quality and experienced practical assistance to nature conservation staff and volunteers as directed by the Operations Manager.
3. Provide practical assistance, guidance and advice to teams on standard operating procedures to develop continuity. This could include standard specification, development of equipment operation standards, mentoring and training to teams as required.

4. Working with the Operations Manager, develop new collaborative work systems across reserve teams to increase efficiency and output. Provide additional physical resource to assist teams installing new systems as directed.
5. Work closely with the Operations Manager to organise and manage the machinery specialist's work schedule using the bookings system.
6. Work closely with the Machinery Specialist to organise and support excavator and large machinery works being undertaken across the reserves operation.
7. Undertake property maintenance works as directed by the Operations Manager.
8. Undertake vehicle and machinery repairs and maintenance as directed by the Operations Manager.
9. Work closely with the Operations Manager to develop and manage systems to make the best use of existing NWT equipment across the entire Nature Conservation operation.
10. Ensure that all agreed organisational policies and procedures are understood implemented and monitor compliance of staff and volunteers, paying particular attention to Health and Safety procedures and guidelines.
11. Ensure the maintenance of good administrative records including the management of Health & Safety data as directed by the Operations Manager.
12. Ensure regular and good quality communication is maintained with the Operations Manager.
13. Work closely with the Grazing team to organise and provide staff resources to assist grazing operation works as directed by the Operations Manager.
14. Undertake other ad hoc duties as reasonably requested by and/or agreed with the Director of Nature Conservation.

PERSON SPECIFICATION:

- Demonstrable experience and proven ability in practical land management work
Able to undertake a variety of strenuous practical tasks, leading and inspiring other staff, contractors and volunteers.
- Developed basic knowledge of a variety of general machinery and equipment.
Knowledge of equipment used in practical nature conservation work would be advantageous.
- Excellent interpersonal skills.
- Sound understanding and knowledge in some of the following categories;
agricultural engineering, property maintenance, wildlife conservation and land management.
- Good written and oral presentation skills and experience.
- Strong organisational and administrative skills.
- Ability to maintain confidential information
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.

- A demonstrable ability and attitude to work corporately and cooperatively as a member of the Operational Management Team as well as the ability to work alone and effectively organise work time and tasks.
- Preparedness to work unsociable hours including occasional evening and weekend work attending meetings and achieving deadlines
- Current driving licence

LIMITS OF AUTHORITY

- Sign own correspondence
- Take day to day decisions on priorities within agreed work programme
- Represent the Trust in appropriate external meetings

The post holder is responsible and accountable to the Nature Conservation Operations Manager who in turn reports to the Director of Nature Conservation.

CONDITIONS OF SERVICE

See Contract of Employment.

RISKS ASSOCIATED WITH THIS POST

See individual risk assessment.

..... **Post holder**

..... **CEO**

Norfolk Wildlife Trust
February 2024