

# MANX NATIONAL HERITAGE

## JOB DESCRIPTION & PERSON SPECIFICATION

ECOLOGIST & ENVIRONMENTAL PLANNER



## Job Description

**Job Title** Ecologist & Environmental Planner

**Department** Manx National Heritage

**Location** Manx Museum

**Grade** D401 (£31,032 - £36,129)

**Responsible to** Head of Properties

**Responsible for** N/A

Manx National Heritage (MNH) is the trading name of the Manx Museum and National Trust (MMNT). It functions as the national heritage agency for the Isle of Man and is a registered charity that receives financial support from Isle of Man Government and also benefits from the practical and financial support of the Friends of Manx National Heritage (FMNH).

MNH owns and manages approaching 3000 acres of Manx 'National Trust' land, including the Calf of Man & Bird Observatory, the Ballaugh Curraghs Ramsar site and number of ASSI (equivalent of UK SSSI) sites, spanning a variety of habitat types and supporting numerous protected species. In addition, MNH has 13 principal admission sites, including Castle Rushen and the Laxey Wheel/mines, a range of buildings and a number of field monument sites.

### Job Purpose

The post holder will be responsible for provision of professional ecological/environmental advice internally to MNH and externally to work with Isle of Man Government agencies, voluntary/third sector bodies and private individuals as required. This work will include the evaluation of planning applications and the post holder will be required to be able represent MNH at planning meetings and appeals.

The post holder will also be responsible for drafting and commissioning conservation management plans, field survey work/research and will be required to maintain relevant records on a properties asset management database. The post holder will liaise with other team members to identify ecological/environmental aspects of projects, providing advice, implementing surveys and providing mitigation and compensation advice, where required.

The ideal candidate will be highly motivated and organized, with strong written and oral communication skills and experience in managing small projects and budgets. As well as a self-starting attitude and the ability to work independently, the post holder must be able to work effectively within a multidisciplinary team.

A high standard of report-writing skills are essential as is experience of UK/Isle of Man planning and development processes.

### Main Duties and Key Accountabilities

A summary of the key day-to-day duties is provided below:

The post holder shall perform such duties and observe and conform to such reasonable instructions as the Department or Board, or person duly authorised by the Department or Board, may from time to time give.

In addition to this:

**Provision of Advice**

- To provide professional advice to MNH teams on environmental & ecological risk, mitigation and planning across the MNH portfolio
- Establish, maintain and review a prioritised survey/research strategy framework for MNH in order to identify priority areas and maximise the environmental function of the land portfolio
- Provide advice within Manx National Heritage or to similar bodies outside MNH as agreed by line management
- Answer public enquires for personal or educational purposes relating to gardens and landscapes, related collections and historical background in general
- Development, implementation and review of internal policies, such as the Environmental Sustainability Policy, and support the organisation in becoming more environmentally sustainable

**Planning Advice & Consultation**

- Advise MNH Executive and Board in respect to its role as consultee in the planning and development control process through scrutiny and evaluation of planning applications in accordance with relevant MNH policies
- Represent MNH at pre-application consultation meetings
- Be able to represent MNH at planning meetings and in planning appeals

**Documentation**

- Writing, editing or evaluating reports including: Landscape/Conservation Management Plans; Preliminary Ecological Assessments; Ecological Impact Assessments; Ornithological Impact Assessments; Species Specific Reports.

**Fieldwork & research**

- Have good general flora and fauna species identification skills, experience of planning and carrying out a range of terrestrial ecology surveys to recognised standards, including bats ideally, and be aware of legislation and species licensing procedures
- Undertake and assist with fieldwork including Phase 1 habitat survey, bird survey, bat and other protected species survey
- Commission and supervise consultants/contractors in the delivery of fieldwork where required

- Identify areas where further research may be required in order to inform suitable management

### **Performance Management and Improvement**

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews. The post holder will also ensure that staff whom they are responsible for comply with the Scheme as directed by MNH.

Regular meetings should be held with line managers/reporting staff and interim reviews are encouraged by the MNH. These are specifically designed to deliver the aims and objectives of the MNH. The post holder is responsible for ensuring that staff understand their contribution to the team, to wider MNH objectives and the Government as a whole.

### **Health and Safety**

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of MNH.

### **Integrity**

As an appointee of MNH the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all MNH business and to uphold such confidences.

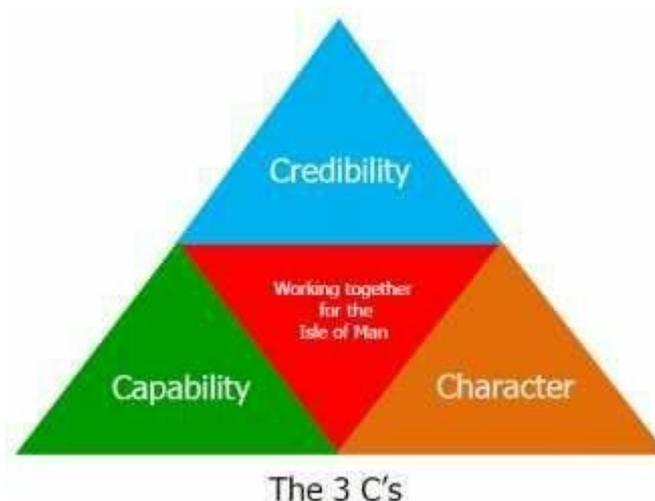
### **Qualifications and Experience**

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- BSc and / or MSc or equivalent in a biological or environment-related discipline;
- Eligible for or have full membership of CIEEM.

## Isle of Man Government People Qualities Framework

The Isle of Man Government People Qualities have been designed as a framework to support positive personal development for every individual within the organisation. The triangular framework represents the need to balance the Capability of an individual - their form and ability to deliver tasks – with their Character – their personality and level of emotional intelligence – in order to create genuine Credibility. These are known as The 3 C's.



### THE PEOPLE QUALITIES FOR THIS POST ARE

#### Credibility – Open Conversations

Level 3 HAS OPEN CONSERVATIONS		
	People who are effective are likely to	People who are ineffective are likely to
<b>Respect</b>	Listen with interest and respect to others. Use eye contact.  Adapt own approach where it is important to take the opinions of others into account.	Show little interest or enthusiasm when dealing with others. Talk over people.  Ignore or override the opinions of others inappropriately.
<b>Clarity</b>	Express ideas effectively using the most appropriate method  Explain answers clearly, carefully and respectfully to colleagues or customers, particularly when the answer is 'no'.	Not check understanding with their audience.  Avoid difficult conversations or blame others.
<b>Shares</b>	Present own views confidently and clearly in any forum.  Seek information and share it with their team.	Avoid or miss opportunities to contribute positively to discussions.  Act as a blocker to communication, failing to keep their team or line manager up-to-date.

### Credibility – Addresses The Issues

Level 3	ADDRESSES THE ISSUES	
	People who are effective are likely to	People who are ineffective are likely to
<b>Positive outcomes</b>	<p>Tackle poor performance or conduct promptly.</p> <p>Consider the impact of their actions on others.</p> <p>Confidently manage challenging conversations with customers or colleagues to positive outcomes.</p>	<p>Avoid dealing with poor performance or conduct, leaving discussions for PDR meetings or avoiding them completely.</p> <p>Try to solve problems beyond their remit.</p> <p>Allow conversations to escalate out of control or result in negative outcomes.</p>
<b>Conflict</b>	<p>Recognise potential for conflict, makes suggestions and look for common ground.</p> <p>Ensure that team members are clear about what is expected of them in advance.</p>	<p>Fail to anticipate conflict.</p> <p>Fail to set clear expectations or standards, resulting in confusion and possible conflict when targets are missed.</p>
<b>Fairness</b>	<p>Treat all team members with equal respect – valuing difference.</p> <p>Allocate work fairly, ensuring all team members have the opportunity to reach their potential.</p>	<p>‘Bend the rules’ for some team members but not others.</p> <p>Allocate tasks to team members who will accept them readily, giving less work to those who are hostile or argue unnecessarily.</p>

### Credibility – Builds Supportive Relationships

Level 3			BUILDS SUPPORTIVE RELATIONSHIPS	
	People who are effective are likely to			People who are ineffective are likely to
<b>Influence</b>	<p>Adapt their management style to the individual to get the best from each member of their team.</p> <p>Make people feel valued.</p> <p>Recognise the need to 'influence up' to their line manager to ensure a supportive relationship.</p>			<p>Apply one approach to the entire team to the detriment of individual performance</p> <p>Isolate themselves – not make an effort to get to know people</p> <p>View communication with their line manager as top down only.</p>
<b>Feedback</b>	<p>Value constructive feedback from their line manager and team.</p> <p>Believe in continual improvement.</p> <p>Give specific, timely and fair feedback to all team members with the aim of furthering their development.</p>			<p>Avoid feedback or become defensive about it</p> <p>Form opinions without any justification.</p> <p>Criticise, avoid giving constructive feedback or wait for PDR meetings to discuss issues.</p>
<b>Network</b>	<p>Involve team members in decisions about their work and role in order to create a sense of team spirit and engagement.</p> <p>Look for opportunities to meet and work with different people to improve own understanding of IOMG.</p>			<p>Consistently make decisions singlehandedly, ignoring the knowledge and experience within the team.</p> <p>Have a narrow focus of interest, taking an 'us and them' view of other teams within the team.</p>

### Credibility – Professional And Credible

Level 3			PROFESSIONAL AND CREDIBLE	
	People who are effective are likely to			People who are ineffective are likely to
<b>Take personal responsibility</b>	<p>Understand the performance that is expected of their team and that they are integral to its delivery.</p> <p>Drive team performance to consistently achieve both individual and team objectives.</p>			<p>View failure of a team member to achieve their objectives as the individuals own problem rather than something they need to address.</p> <p>Require constant support or supervision to stay focussed.</p>
<b>Impact</b>	<p>Produce work that is accurate and relevant.</p> <p>Work in an organised way, creating confidence.</p>			<p>Produce work that needs to be reworked or misses the point.</p> <p>Be disorganised, messy or chaotic, creating concern.</p>
<b>Customer focus</b>	<p>Treat customers as their top priority.</p> <p>Take pride in delivering consistently high levels of service and support their team to do the same.</p>			<p>Put their own priorities above delivering great customer service.</p> <p>Do the bare minimum to complete a task, disregarding the impact on customers.</p>

### Capability – Focus For The Future

Level 3			FOCUS FOR THE FUTURE	
		People who are effective are likely to	People who are ineffective are likely to	
<b>Align</b>	<p>Agree challenging, relevant and realistic individual objectives for the coming year with each member of their team.</p> <p>Understand how the achievements of their team contribute to the achievement of their division's objectives and priorities.</p>	<p>Ignore individual needs, imposing standard objectives for the whole team or not setting objectives at all.</p> <p>Have no understanding of their division's objectives and priorities.</p>		
<b>Monitor</b>	<p>Accept accountability for the work of the team, monitoring own and others' progress against deadlines and standards</p> <p>Identify training needs of self and team, plans out training and development opportunities.</p>	<p>Be unaware of potential risks to deadlines or standards or blame others when they are missed.</p> <p>Ignore staff and own personal development and opportunities that may arise, assuming standards of work, performance and aspirations are being met.</p>		
<b>Personal development</b>	<p>Engage actively in own 1:1s and PDR discussions, providing suggestions for own development and objectives.</p> <p>Take an active interest in their own field of work, keeping up to date with best practice requirements.</p>	<p>Expect their line manager to create a development plan for them.</p> <p>Expect someone else to advise them of changes in their field of work.</p>		

### Capability – Makes Considered Decisions

Level 3			MAKES CONSIDERED DECISIONS	
		People who are effective are likely to	People who are ineffective are likely to	
<b>Balanced</b>	<p>Be confident solving non-routine problems effectively, using basic specialist and professional knowledge and sourcing support when required.</p> <p>Ask open questions to ensure they fully understand the issue or problem before coming to a decision.</p>	<p>Lack basic specialist or professional knowledge, or fail to apply it effectively to non-routine tasks.</p> <p>Constantly jump to the wrong conclusions because they haven't understood the whole issue.</p>		
<b>Ethical</b>	<p>Understand that we all have a responsibility to maintain the good reputation of IOMG.</p> <p>Act appropriately to ensure that standards are met and that health and safety arrangements for their team are adequate.</p>	<p>View this solely as the responsibility of senior leaders.</p> <p>Ignore others who speak up or fail to address their genuine concerns.</p>		
<b>Timely</b>	<p>Make timely decisions within the limits of their authority, referring to others where appropriate.</p> <p>Make sensible decisions under pressure, taking the obvious consequences of their decision into account.</p>	<p>'Dodge' decisions they should be able to make themselves by delaying them or referring them to other people.</p> <p>Make poor decisions under pressure, failing to think through the impact fully.</p>		

### Capability – Encourages Innovation and Supports Change

Level 3 ENCOURAGES INNOVATION AND SUPPORTS CHANGE		
	People who are effective are likely to	People who are ineffective are likely to
<b>Improve</b>	<p>Review work and act on the learning, even when things didn't go as planned.</p> <p>Consistently considers ways to make things better for the customer.</p>	<p>Cover up what went wrong or fail to learn from it.</p> <p>Expect customers to fit into processes or systems that suit us.</p>
<b>Flexible</b>	<p>Be versatile and adaptable, managing changing demands.</p> <p>Improve by working with, listening to, positively challenging and learning from others.</p>	<p>Stick rigidly to one approach to the detriment of operational needs.</p> <p>Assume that their own way is the best way of doing something.</p>
<b>Proactive</b>	<p>Explore different approaches to learning in order to learn more effectively and change more readily.</p> <p>Turn suggestions into action, creating improved processes and service within the team.</p>	<p>Stick rigidly to their preferred way of learning, dismissing the possibility of learning and changing in any other way.</p> <p>Ignore suggestions for improvement or fail to explain why they can't be taken forwards.</p>

### Character – Trusts And Is Trusted

Level 3 TRUSTS AND IS TRUSTED		
	People who are effective are likely to	People who are ineffective are likely to
<b>Reliable</b>	Support and empower the team consistently to achieve team objectives.  Represent the team’s view accurately in any forum.	Have a track record of missed objectives or poor team performance.  Provide their own opinion rather than the team view.
<b>Honest</b>	Recognise their development areas and work with team and/or individual to support and improve them.  Provide fair and honest feedback to each team member regularly and encourage feedback from others in order to develop.	Ignore their development areas, doing what they have always done.  Avoid giving performance feedback when the truth is difficult and show little self-awareness.
<b>Believe</b>	Delegate clearly and effectively to get the job done.  Act assertively within the team, having confidence in their own ability.	Hang on to tasks, believing they can do it quicker themselves.  Be constantly swayed or suppressed by more powerful voices.

### Character – Inspires And Motivates

Level 3 INSPIRES AND MOTIVATES		
	People who are effective are likely to	People who are ineffective are likely to
<b>Praise</b>	Recognise a job well done and praise the person appropriately.  Acknowledge and support good ideas from team members.	Believe that people shouldn’t need thanks for doing their job.  Ignore others’ ideas or take the credit for themselves.
<b>Role Model</b>	Demonstrate the behaviours, attitude and performance they expect from their team.  Role model all aspects of the People Qualities at Level 3 or above.	Behave in a way which is inconsistent with their expectations of others.  Struggle to meet Level 3 criteria in several People Qualities after a reasonable time in role.
<b>Personal</b>	Recognise that different people are motivated by different things and apply that understanding when developing their team.  Use basic coaching skills in development discussions to better understand the people in their team.	Assume that their team will be motivated by the same tasks or approach.  ‘Talk at’ individuals during development discussions, creating a one way conversation.

## Character – Positive Energy And Drive

Level 3		POSITIVE ENERGY AND DRIVE	
	People who are effective are likely to	People who are ineffective are likely to	
<b>Resilient</b>	<p>Be assertive and self-confident, asking for help in good time.</p> <p>Supportive of other colleagues and recognises those working under pressure.</p>	<p>Wait until crisis point before they ask for support.</p> <p>Lack awareness that colleagues need help or ignore their requests.</p>	
<b>Urgency</b>	<p>Persevere in difficult situations, encouraging the team to keep going with their own enthusiasm and commitment.</p> <p>Manage own time effectively, focusing self and team on successfully completing key tasks – 'doing things right'.</p>	<p>Give up in difficult situations or become self-centred, ignoring the needs of the team.</p> <p>Allow the team to lose focus or poorly direct them, resulting in missed deadlines or standards.</p>	
<b>Passion</b>	<p>Show 'drive' through interest and enthusiasm about what they and the team are trying to achieve.</p> <p>Have specific examples of positive impact that they have had on customers or colleagues and be motivated by those examples.</p>	<p>Display little interest or positivity for their role or purpose.</p> <p>Struggle to think of such an example or care little about the impact they have on customers or colleagues.</p>	

<b>Post:</b>	<b>Ecologist &amp; Environmental Planner</b>
<b>Department:</b>	<b>Manx National Heritage</b>

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Credibility</b>		
Minimum BSc 2.1 and/or MSc, or equivalent in Ecology or environment-related discipline	E	CV
Have full membership or be eligible for membership of CIEEM	E	CV/Interview
Possession of one or more protected species licences	D	CV
Substantial relevant experience in consultancy or with local/central government/NDPB/charitable organisation	E	CV
<b>Capability</b>		
Experience of giving evidence at planning meetings and appeals	D	CV
Experience of communicating at senior level within central/local government and industry	E	CV/Interview
Experience of policy writing and commissioning research	D	CV/Interview
Experience of field work and survey techniques	E	CV/Interview
Knowledge of the UK and/or Isle of Man planning systems as they relate to ecological issues	E	CV/Interview
Knowledge of water management and flood risk assessments	D	CV/Interview
Good understanding of land and soil management and environmental issues	E	CV/Interview
Knowledge of the application process for environmental consents from legislative bodies	D	CV/Interview
Knowledge of wildlife legislation, including planning process and EIA assessments	E	CV/Interview
Excellent written and verbal communication skills	E	CV/Interview
Experience in the use of GIS and mapping applications	E	CV/Interview
Experience in the use of digital asset management systems	D	CV/Interview
Competent in the use of ICT, PC and other technologies	E	CV/Interview

<b>Character</b>		
Ability to work calmly under pressure to meet deadlines and to work on multiple projects	E	CV/Interview
Self-starter with initiative to make things happen.	E	CV/Interview
Strong organisational ability, for effective management of own and others priorities, workloads and deadlines.	E	CV/Interview
Willingness to support and deliver overall objectives and strategies across MNH.	E	CV/Interview
Excellent interpersonal and communication skills	E	Interview
Ability to deliver appropriate media and public presentations	D	Interview
<b>Other Requirements</b>		
Current full valid driving licence	E	CV
Own vehicle available for work	D	CV
Satisfactory Police Check	E	Pre-Employment Checks
IOM Worker	D	Application