

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Operations – Community Services / Economy, Natural Resources and Sustainability
POST:	Natural Resources and Wellbeing Officer
GRADE OF POST:	GR11
RESPONSIBLE TO:	Climate Change Response Manager

JOB PURPOSE:

The Natural Resources and Wellbeing Officer will coordinate the Cwm Taf Nature Network Project. The post will ensure that the project is delivered to the timetable and budget laid out in BCBC's Enabling Natural Resources (ENRaW) and Wellbeing bid, ensuring that outputs, outcomes and case level indicators are met.

The post will also promote and implement positive management of Cwm Taf Morgannwg's green open spaces through advising and working in partnership with national, regional and community organisations and promoting volunteering.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Responsible for overall delivery of Cwm Taf Nature Network (CTNN) activities.
- Work with Public Service Boards to develop opportunities through the Well-being Plans, emerging Area Statements and the Welsh Government funded partnerships to improve natural resource management, and to develop, enhance and create new environmental assets.
- Coordinate partnership working across the Cwm Taf Morgannwg Health Board region and associated partners to deliver the basis of the CTNN.
- Manage the decision-making process for the appropriate and effective allocation of programme funds (in relation to specific areas of expertise) ensuring robust procedures are put in place.

- Co-ordinate and manage all of the financial, monitoring and information data for the project and submission of financial claims to the Welsh Government in line with EU regulations.
- Develop and lead training for Cwm Taf Nature Network members and officers enabling the Public Service Boards (PSB) to understand ecological issues and fulfil their statutory obligations.
- Organise and lead volunteer groups and establishing a programme of events on countryside management.
- Develop, enhance, and promote existing and new sustainable outdoor activities and tourism opportunities (e.g. walking, cycling/biking, horse riding, water and extreme sports), in conjunction with all sectors including the private sector.
- Produce reports to the CTNN Collaboration, Bridgend PSB Asset Board and Cwm Taf PSB Green Spaces and Wellbeing Group.
- Work in partnership with other departments and agencies such as the Bridgend Biodiversity Partnership, Groundwork Wales, Glamorgan Wildlife Trust, Natural Resources Wales and Coed Cymru.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification
Natural Resources and Wellbeing Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Educated to degree level or able to demonstrate competence through relevant experience 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and/or experience in delivering the Wellbeing of Future Generations / New Environmental Act. • Experience of budget and contract management including public procurement and European financial regulations. • Working with public, private & community partners and interagency co-operation. • Partnership working at a strategic level. • Experience of monitoring and evaluation of European grant supported projects. • Establishing networks, co-operative groups or facilitating local supply chains. • Experience in supervising contractors in undertaking ecological works 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Knowledge & Experience	<ul style="list-style-type: none"> • Delivering projects that add value to natural resources and wellbeing. • Delivering successful local campaigns. 		Interview, application form and selection process
Skills & Personal Qualities	<ul style="list-style-type: none"> • Effective and efficient interpersonal and communication skills. • Ability to communicate clearly and effectively with a wide range of audiences. • Ability to present reports and complex information in a variety of ways to a wide range of audiences. • Ability to form constructive working relationships with colleagues and other agencies. • Experience of working with voluntary groups and organisations. • Well-developed IT skills and ability to use a range of computer packages to collate and manage data. • Knowledge and experience of using GIS and spatial mapping. • Effective problem solving and budget management skills. • Drive, commitment and motivation. • Ability to work flexibly, proactively and on own initiative. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Skills & Personal Qualities	<ul style="list-style-type: none">• A commitment to equal opportunities principles and practices.• A current, full, clean driving licence• Ability to greet customers through the medium of Welsh		Interview, application form and selection process.