

Job Description



This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Lower Windrush Valley Project Officer – Maternity Cover
Salary Grade:	Grade 7 - 9 (£21,074 - £26,470) Looking to appoint at the higher end of the scale, subject to experience.
Hours:	37
Team:	Environment Strategy
Service Area:	Communities
Primary Location:	Ron Groves House, Kidlington / Speedwell House, Oxford
Budget responsibility:	None
Responsible to:	Environment Strategy Manager
Responsible for:	Volunteers

Job Purpose

The LWVP Project Officer will work existing partners to deliver community, landscape and nature conservation benefits within the Lower Windrush Valley.

The Lower Windrush Valley covers 28 square kilometres of West Oxfordshire, incorporating the floodplain of the River Windrush from Witney to where it joins the River Thames at Newbridge. Over the last 60 years the landscape character of the valley has been transformed by mineral extraction with large areas of the riverside pasture transformed into a mosaic of open water. With mineral extraction set to continue the Lower Windrush Valley Project (LWVP) was created by Oxfordshire County Council to create and implement an environmental strategy for this area.

Since 2001, the LWVP has worked with environmental organisations, mineral operators, landowners and the local community to coordinate and deliver a wide range of initiatives that:

- Strengthen and develop the evolving landscape of the valley
- Protect and enhance the biodiversity it supports
- Improve opportunities for people to access and enjoy the countryside
- Raise awareness, understanding and involvement in the diverse issues that influence the environment in the valley



Job Responsibilities

The overall role of the project officer is to provide support within an allocated area of work, to ensure a high quality service that delivers value for money for its customers in line with legislative requirements and the council's policies and practices.

With regard to the specific duties of the LWVP Project Officer

- Oversee day to day management of Standlake Common and Rushy Common nature reserves in partnership with the landowners.
- Coordinate the engagement of volunteers including both regular working groups and site wardens. Take responsibility for supervision and the health and safety of volunteers on a range of practical tasks.
- Plan and implement biodiversity and public access projects in the Lower Windrush Valley.
- Update the mapping base of information on biodiversity, access, other conservation activity and features of interest in the project area and work to make this more publicly available through online and other media.
- Manage communications with stakeholders, partners and the general public, including updating website pages, social media, leaflets and press releases and organising an annual forum meeting.
- Prepare reports as required for steering and working groups, grant providers and other partners where appropriate and attend meetings to discuss project activity.
- Monitor the LWVP budget and report to the Environment Strategy Manager on financial matters affecting the LWVP.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

Educated to Level 4 NVQ / A Levels or equivalent	A
Experience of working on projects with a range of different stakeholders to secure positive outcomes	A / I
Relevant practical experience in the environmental sector	A / I
Good organisational skills	A / I
Ability to work independently and manage own work programme	A / I
Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people	I
Competent ICT skills, including use of Microsoft Office applications	A
Good personal mobility and ability to undertake practical conservation activities	A / I
Driving licence and use of own vehicle for work purposes	D
Current first aid certificate, or willingness to complete First Aid training	D / I

Desirable Criteria

Assessed By:

Experience of managing a small budget	A
Experience of supervision of staff or volunteers	A
Experience with mapping software (ArcMap / GIS an advantage)	A

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include: NONE

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Working with edged hand tools

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.