



Service	Neighbourhood Services and Infrastructure
Head of Service Area	Planning and Community Protection
Service Manager Area	Development and Marine Planning
Job Title	Environmental Planner
Location	Council Offices, Kirkwall
Reporting To	Service Manager (Development and Marine Planning)
Grade	Grade I
Job Evaluation Reference	A4972
Competency Band	C1

Job Purpose

To be the Council's specialist for all biodiversity and natural environment legislative requirements, ensuring adherence to the statutory requirements in all their functions as noted in the Wildlife and Natural Environment (Scotland) Act 2011, Nature Conservation (Scotland) Act 2004, Environment Assessment (Scotland) Act 2005 and the Conservation (Natural Habitats &c.) Regulations 1994.

To be the Council's lead advisor on national natural heritage policies.

To work in partnership with stakeholders on the development and delivery of projects that enhance biodiversity and develop community interest in the natural environment.

Job Specific Duties and Responsibilities

Lead on the Council's work with public bodies and other stakeholders on delivery of nature networks to meet statutory requirements of the Scottish Biodiversity Strategy and National Planning Framework.

Ensure the Council's statutory environmental assessment requirements are met for Development and Marine Planning documents by undertaking Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal (HRA) that include the Orkney Local Development Plan, the Orkney Regional Spatial Strategy and Orkney's Spatial Marine Plan.

Provide specialist advice to other functions of the Council on the preparation of Strategic Environment Assessments (SEA), Habitat Regulation Appraisals (HRA) and Environment Impact Assessments (EIA).

Maintain an electronic database of environment information that will inform all environmental assessment works.

Work on the development, drafting and monitoring of planning policies relevant to Orkney's natural environment and biodiversity, including evidence gathering, public consultation, survey and field works, monitoring and liaising with statutory agencies such as Marine Scotland (Science), NatureScot and the Scottish Environment Protection Agency. This work covers both land and marine based planning functions.

The provision of specialist advice and support to the Development Management Team on planning applications that have the potential to affect Orkney's biodiversity and natural environment. This work will include the assessment of relevant elements of Environmental Impact Assessments and Habitats Regulations Appraisals.

Provision of effective responses to enquiries by the public, internal departments of the Council and other stakeholders, relating to statutory requirements for natural environment and biodiversity. This work will include liaising with developers and contractors in regard to natural environment and biodiversity matters associated with construction and assisting in the development of environmental mitigation plans.

Represent Orkney Islands Council at a national and local level, engaging with influencing and providing specialist advice in matters associated with Orkney's internationally and nationally important natural environments; and to develop good working relationships with relevant stakeholders such as Marine Scotland (Science), NatureScot and Scottish Environment Protection Agency.

Manage external grant funding that is received by the Council for the purpose of improving the natural environment and biodiversity. This includes the development of projects with partners, collaborating with other funds and when required supporting these projects in their implementation. Work with Council Services at a corporate level to identify opportunities for services to deliver for biodiversity and contribute to the Council's statutory biodiversity duty, whilst meeting other service priorities. And in turn prepare the Council's Biodiversity Duty report on a triennial basis.

Preparation of committee and briefing reports on complex natural environment and biodiversity matters in a timely fashion and in a manner, which makes them readily understood.

General Duties and Responsibilities

Working Environment

This post holder will predominately be office based but will require to travel between locations within and out with Orkney. The role will require site visits to sites with natural heritage importance on average the equivalent to 1 day a week.

Communication

The post holder will require to develop and maintain positive and effective communication and relationships with a range of people including members of the public, service users, internal Council Services, external agencies, elected members, Scottish Government, Scottish Environment Protection Agency, NatureScot and other statutory agencies.

Responsibility for Employees

No line management responsibility, however, the postholder will be expected to manage a diverse range of officer time to deliver specific processes and projects.

Financial Resources

Authorising orders and invoices from an agreed budget up to a value of £150,000.

Information Systems

The post holder will be required to use a range of computer packages, including Microsoft Office, email and similar related software within the context of the post holder's responsibilities.

Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☒ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	

Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

15. Politically Restricted Post

Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☒ Chartered Institute of Ecology and Environment Management or equivalent professional membership

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;

- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.
- ☒ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service		Neighbourhood Services and Infrastructure	
Head of Service Area		Planning and Community Protection	
Service Manager Area		Development and Marine Planning	
Post Title		Environmental Planner	
Factor	Criteria	Essential/ Desirable	How Assessed
Experience	Significant previous experience of working in the natural environment sector.	Essential	Application Form and/or Interview
	Specialist knowledge and understanding of international, national and local legislation associated with the natural environment and biodiversity.	Essential	Application Form and/or Interview
	Experience of undertaking environmental assessments such as Strategic Environmental Assessment (SEA), Habitat Regulations Appraisal (HRS) and Environmental Impact Assessment (EIA).	Essential	Application Form and/or Interview
	Experience of researching, analysing and interpreting complex technical environmental information and presenting it in a format that is easily understand.	Essential	Application Form and/or Interview
	Experience of working collaboratively with a wide range of audiences, including inter-disciplinary working in a corporate setting.	Essential	Application Form and/or Interview
	Ability to demonstrate knowledge and understanding of Orkney's natural environment and biodiversity both on land and at sea.	Essential	Application Form and/or Interview
	Ability to demonstrate knowledge and experience of the Planning System that includes the drafting and implementation of planning policy.	Essential	Application Form and/or Interview
	Considerable experience of IT applications particularly Microsoft Office and GIS packages.	Essential	Application Form and/or Interview

	Previous experience of project development	Desirable	Application Form and/or Interview
	Previous experience of successfully applying for external funding.	Desirable	Application Form and/or Interview
	Experience of facilitating and carrying out public consultation that includes making public presentations.	Desirable	Application Form and/or Interview
	Experience of working within a local government or public sector organisation.	Desirable	Application Form and/or Interview
	Ability to demonstrate knowledge and understanding of rural and island communities and of the special issues facing them.	Desirable	Application Form and/or Interview
Knowledge	The minimum knowledge required for this role can be evidenced by either: • Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in natural environment or related discipline. • Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification.	Essential	Screening Question and Application Form
	Member of the Chartered Institute of Ecology and Environment Management or requirement to achieve MIEEM: or equivalent professional membership	Essential	Screening Question, Application Form and/or Interview
Other	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening question

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/client focused	• Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	• Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing Change	• Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	• Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	• Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	• Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.

Leadership	▪ continuously improves own leadership capability through critical reflection and seeks feedback from a range of sources ▪ uses evidence and research to support innovation. ▪ builds trusting relationships and uses evidence to influence the thinking, behaviour and practice of colleagues. ▪ model's positive leadership behaviours which inspire enthusiasm and confidence in others ▪ values and respects the contribution of service users and colleagues at all levels of the organisation ▪ encourages and values leadership, expertise and insight at all levels of the organisation
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