

# Biodiversity Officer

## Information Pack



[www.gwynedd.llyw.cymru/Jobs](http://www.gwynedd.llyw.cymru/Jobs)





# Welcome



## Biodiversity Officer

Thank you for showing interest in applying for this position.

Gwynedd is known for its natural beauty. Cyngor Gwynedd works closely with a number of partners to protect and celebrate this natural environment.

This post will play an important role joining the Council's Biodiversity Team, which carries out a range of exciting projects in this area. We look forward to appointing an enthusiastic and dedicated Biodiversity Officer to join the team.

More details about the job are available in this document, and more information about the benefits of working for the Council can be found on our website

**[www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)**

In the meantime, if you would like to have an informal chat on any aspect of the job please contact Lea Connelly, Biodiversity Team Leader on email:

**[leaelinconnelly@gwynedd.llyw.cymru](mailto:leaelinconnelly@gwynedd.llyw.cymru)**

We look forward to receiving your application.



# Job Advertisement

## Biodiversity Officer

**£30,559 - £32,654 along with Local Authority pension contribution.**

Cyngor Gwynedd is eager to appoint an enthusiastic individual who wants to make a positive difference for the benefit of the natural environment and wildlife here in Gwynedd.

This role will play a key role in the work of Cyngor Gwynedd's Biodiversity Team. As part of their work, the Officer will contribute to developing and implementing plans to protect and promote wildlife, together with providing expert advice on matters relating to the natural environment.

All the job details are available in this pack.

**Closing date:** Midday on Friday, 25 July 2025.





# Working for the Council

Thank you for your interest in applying for this position with Cyngor Gwynedd.

The Council offers attractive working conditions. As a member of the Council's staff, there would be an opportunity to take advantage of a variety of relevant training and courses as part of our commitment to your professional development.

Ensuring a work-life balance is very important, and Cyngor Gwynedd offers a number of flexible working opportunities to help staff strike a healthy balance between home and work life.

You would also benefit from a number of further benefits available from working for Cyngor Gwynedd.

More details about the benefit of working for Cyngor Gwynedd can be seen on [www.gwynedd.llyw.cymru/workingforgwynedd](http://www.gwynedd.llyw.cymru/workingforgwynedd)





# Job Description

## PURPOSE OF THE POST

- Contribute towards the development and implementation of projects to conserve and promote wildlife and the natural environment.
- Assist the Service to provide specialist advice on biodiversity related matters.
- Ensure that the people of Gwynedd are at the heart of everything we do.



## RESPONSIBILITY FOR RESOURCES (e.g. staff, budget, equipment)

- **Equipment** - Responsible for any equipment provided for the purpose of the post, including computer / laptop and phone.
- **Staff** - Occasional volunteers and individuals on work experience. Supervision of contractors.



## MAIN DUTIES

- Contribute to the formulation and preparation of Departmental and Corporate plans and strategies that provide leadership and direction for the protection, enhancement and promotion of Biodiversity in Gwynedd.
- Assist the Service in promoting understanding of environmental and conservation issues by participating in events and activities including giving talks and presentations to schools, colleges and other organisations.
- Provide input on environmental and ecological issues into operational plans and relevant capital projects.
- Contribute to monitoring the condition and health of habitats and species distribution.
- Respond to inquiries from the public, external organisations and Council departments on ecological issues.
- Assist the Service in promoting understanding of environmental and conservation issues by participating in events and activities including giving talks and presentations to schools, colleges and other organisations.
- Assist the Service to develop and implement work programmes to conserve and improve the quality of the environment.
- Contribute to preparing and administering grant bids.
- Identify opportunities for collaboration with other public agencies, adjoining Local Authorities, voluntary organisations and the business sector.
- Provide specialist advice on biodiversity issues in response to planning applications, planning appeals, planning consultations and enforcement
- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.





## **MAIN DUTIES (continued)**

- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Responsibility to report any worry or suspicion that a child or vulnerable adult is being abused.





# Personal Specification

## PERSONAL ATTRIBUTES

### Essential:

Enthusiasm and interest in the natural environment and wildlife.

Prepared to accept responsibilities and contribute ideas.

Honesty, self-confidence assertive and flexible.

Able to work as part of a team.

## QUALIFICATIONS AND RELEVANT TRAINING

### Essential:

Degree or equivalent in a field relevant to the purpose of the post, for example Ecology, Environmental Science, Biodiversity.

### Desirable:

Postgraduate degree in a relevant discipline.

Training to identify protected habitats or species.





## **RELEVANT EXPERIENCE**

### **Essential:**

Experience of working in Biodiversity, environmental schemes and nature conservation.

Experience of preparing written reports and presenting information orally.

Ability to work as part of a team or as an individual without direct supervision.

### **Desirable:**

Experience of developing projects and programs of work.

Experience of using digital mapping systems.

Experience of surveying species or habitats.

## **SKILLS AND SPECIALIST KNOWLEDGE**

### **Essential:**

Sound knowledge of wildlife and ecology.

Good organisational skills.

Ability to gather and analyse information and present in clear and concise reports.

Experience of using of software packages such as Windows and Excel.

### **Desirable:**

Knowledge of the planning system and how planning applications are processed.





# Language Requirements

## **Listening and Speaking - Advanced**

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general everyday topics in the field in order to present information and express opinion. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

## **Reading and Comprehension - Advanced**

Able to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.

## **Writing - Advanced**

Present written information confidently by letter, more detailed and technical report formats and respond to written requests conveying information, ideas and opinion in Welsh and English. (Assistance is available to check the language).





# How to apply

To apply for the post, visit [www.gwynedd.llyw.cymru/Jobs](http://www.gwynedd.llyw.cymru/Jobs)

We ask that you review the Job Description and Person Specification, and completed your application in accordance with the requirements.

Applications must be submitted by Midday on Friday, 25 July 2025, with interviews to be held shortly afterwards.

Contact Lea Connelly, Biodiversity Team Leader via e-mail: [leaelinconnelly@gwynedd.llyw.cymru](mailto:leaelinconnelly@gwynedd.llyw.cymru) if you wish to discuss the post.

If you have any questions about the process, contact [DesgAdnoddauDynol@gwynedd.llyw.cymru](mailto:DesgAdnoddauDynol@gwynedd.llyw.cymru)

