

Job Description

Service:	Parks and Open Spaces
Job title:	Habitat Banking Project Support Officer
Grade:	E
Hours of work:	37
Responsible to:	Project Manager (Parks and Open Spaces)
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	No direct budget; responsible for maintaining accurate financial monitoring records for habitat banking transactions (e.g., biodiversity unit allocations, invoicing)

Purpose of Post:

Provide project, administrative and technical support for the Council's Habitat Bank and Biodiversity Net Gain (BNG) programme.

The role contributes to the district's Local Nature Recovery Strategy, supports monitoring of habitat creation and enhancement, and helps ensure the Council meets statutory BNG responsibilities while delivering wider environmental benefits.

The post supports ecologists, landowners, contractors and internal services in delivering habitat creation and long-term management under the Council's Habitat Bank.

It ensures accurate tracking of biodiversity units, supports site monitoring, maintains compliance documentation, and helps provide a high-quality customer experience for developers, communities and partners.



Key Deliverables:

- Support the operation and development of the Council's Habitat Bank, including documentation, reporting and customer enquiries.
- Maintain accurate records of biodiversity units, including allocation, invoicing, evidence logs and audit trails.
- Assist with preparation, review, implementation and updating of Habitat Management and Monitoring Plans.
- Undertake site visits to collect monitoring information, photographs and progress updates.
- Provide project coordination including meeting support, data management, GIS mapping updates and document control.
- Support engagement with developers, landowners and stakeholders to explain processes and gather information.
- Produce accessible written content for websites, guidance, reports and Member briefings.
- Contribute to continuous improvement of processes, templates, tracking tools and customer experience.
- Provide flexible support to the wider service as required, assisting with tasks, actions and coordination related to projects, events, and other service priorities.



	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
Awareness of Biodiversity Net Gain (BNG), Local Nature Recovery Strategies, habitat types and ecological principles	Essential	Application / Interview
Ability to interpret basic ecological information and management plans	Essential	Interview / Assessment
Educated to Level 3 or above in an environmental, ecology, geography or related field – or equivalent experience	Essential	Application
Full, clean UK manual driving licence	Essential	Application
Understanding of environmental legislation and planning policy relating to biodiversity	Desirable	Application / Interview
Knowledge of GIS/mapping systems or willingness to be trained	Desirable	Application/ Assessment
Experience		
Experience supporting environmental, planning or technical projects	Essential	Application / Interview



Experience managing data, maintaining records, or using tracking systems	Essential	Application / Assessment
Experience producing clear written information for different audiences (reports, web content, guidance)	Essential	Application / Assessment
Experience working with landowners, contractors, environmental partners or community groups	Desirable	Interview
Experience collecting field data, photographs or site information	Desirable	Interview
Skills and Abilities		
Strong organisational skills with the ability to manage multiple tasks and deadlines	Essential	Interview
Clear and concise written and verbal communication skills	Essential	Application / Interview
Ability to analyse information and present it clearly, including using spreadsheets and digital tools	Essential	Assessment
Ability to build positive working relationships and provide good customer service	Essential	Interview



<p>Able to engage confidently with community members, using persuasive and influencing skills to explain processes, build understanding and encourage positive participation.</p>	<p>Essential</p>	<p>Interview</p>
<p>Ability to work proactively and use own initiative to solve problems and adapting established processes where necessary, ensuring work continues smoothly and solutions are appropriate to the specific context.</p>	<p>Essential</p>	<p>Interview</p>
<p>Ability to work independently and as part of a multidisciplinary team</p>	<p>Essential</p>	<p>Interview</p>
<p>Ability to undertake basic outdoor site visit tasks</p>	<p>Essential</p>	<p>Application</p>
<p>Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council</p>	<p>The role requires sound judgement in ensuring the accuracy of biodiversity unit records, monitoring information and compliance documentation. Accurate work directly supports planning decisions, statutory reporting, contractor instructions and environmental governance across the Council.</p>	
<p>Communication with Internal and External Customers What customers the applicant would be in contact with in the job</p>	<p>Regular contact with internal services (Planning, Legal, Finance, Climate, Communications). External contact with landowners, ecologists, contractors, developers and community groups.</p>	



	<p>Internal customer contact 60%</p> <p>External customer contact 40%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Enthusiasm for environmental improvement and public service (E)</p> <p>Attention to detail and commitment to accuracy in data and documentation (E)</p> <p>Positive, adaptable approach and willingness to learn (E)</p> <p>Ability to work sensitively with external partners and residents (E)</p> <p>Willing to undertake occasional site visits across the district (E)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.