

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	10BF	<b>Role Title</b>	Nature Recovery Senior Strategy Officer
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	Nature Recovery Lead
		<b>Directorate/School</b>	Place
<b>JE Band</b>	371-438	<b>Service/Department</b>	Place Strategy and Policy
		<b>Date Role Profile was created</b>	Oct-25

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	This role provides technical input into strategically significant strategies and business plans which align with the Council's organisational priorities and supports the development of long term planning. The role has a good level of expertise in the field of nature recovery and is able to assess or conduct analysis and present results to support decision making. The role will be required to liaise, communicate with and build relationships with other internal departments, policy makers, partners, stakeholders, agencies and contractors to represent the service and develop the strategic approach. The role will support the Strategy Manager and Lead in ensuring services are robustly designed and helping to ensure agreed financial and service standards/objectives are met. The role will also feed into and support in the disaggregation and transfer of services to either the new Surrey Unitaries or the Strategic Authority as appropriate.
<b>Work Context</b>	Working alongside the Strategy Manager and Lead, the role will conduct analysis of relevant data and evidence, including consultation responses and stakeholder analysis, to formulate and develop strategies, operational plans and work programmes. Responsibilities include: - Update, apply, monitor and maintain the Local Nature Recovery Strategy - Work with internal and external partners through appropriate governance including the Surrey Local Nature Partnership - Support communities, land owners, parish councils and Neighbourhood Area Committees with the development of nature recovery plans and actions including the access of funding - Support the Strategy Manager and Lead in embedding the LNRS into Local Plans and the Spatial Development Strategy - Collate and manage data and mapping on the delivery of nature recovery across the county - Delivery improvements to spatial data needed to inform the next iteration of the LNRS - Support the Ecology team where required
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Service Delivery</p> <ul style="list-style-type: none"> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> <li>• Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• May assist with budget/resource/funding management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>And/Or</p> <ul style="list-style-type: none"> <li>• Operate as an individual responsible for the delivery of a high level and complex service.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.</li> <li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li> <li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li> <li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> <li>• Proven ability to manage a range of projects through to completion.</li> <li>• Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Education, Training and Work Qualifications</p> <ul style="list-style-type: none"> <li>• Undergraduate Degree Standard of education in relevant subject or at least 5 years relevant work experience</li> <li>• Post graduate degree in relevant subject</li> <li>• Continuing professional development</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Specialist knowledge of environment sector</li> <li>• Project management experience, including budgeting, reporting, effective management of contractors and financial management and control.</li> <li>• Contract implementation and management experience,</li> <li>• Excellent relationship management and leadership skills</li> <li>• Experience in stakeholder engagement</li> <li>• Good IT skills including use of MS office (Word, Excel, database management systems, PowerPoint). □</li> </ul>

<b>Role Summary</b>	Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.
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