

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9BF</b>	<b>Role Title</b>	<b>Environmental Land Management Adviser</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Surrey Hills National Landscape Programme Manager</b>
<b>JE Band</b>	314-370	<b>Directorate / School</b>	<b>Environment &amp; Planning</b>
<b>Date Role Profile was created</b>	<b>Apr-26</b>	<b>Service / Department</b>	<b>Surrey Hills National Landscape</b>
<b><u>Agile</u></b>	<b>Community</b>	<b><u>DBS Requirement</u></b>	<b>Not required</b>

## 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	To lead on delivery of the Farming in Protected Landscapes (FiPL) programme across the Surrey Hills National Landscape (SHNL), working in partnership with Natural England, farming organisations, the County Council and other partners to deliver strategic environmental land management in the context of the SHNL Management Plan 2025-30 and the Surrey Local Nature Recovery Strategy (LNRS). To proactively approach farmers and land managers to build partnerships and collaboration to develop a pipeline of landscape scale projects. To provide specialist advice and recommendations to farmers and land managers on nature recovery, land management, access and engagement. To develop suitable projects with FiPL applicants and to support them to provide high quality applications for assessment. To present projects to the FiPL panel with analysis and recommendations for support. To establish a GIS mapping system for funded projects. To identify and and develop projects suitable for the Defra 30by30 Capital Fund. To develop and work with the Surrey Farm Cluster including identifying training and supporting networking events. To maintain a budget overview for the FiPL programme, advising the Programme Manager of expenditure and ensuring budget outturn. Providing regular and timely reporting and feedback to Defra. Ensuring compliance with the terms and conditions of grant support. Contributing to project and programme level evaluation.
<b>Work Context</b>	Part of the Surrey Hills NL team, hosted by Surrey CC within the Environment & Planning Directorate, and working out of the National Trust Estate office at Box Hill. Reporting to the Programme Manager and supporting the FiPL panel. Part of a national network of FiPL teams and liaising with Defra (reporting, monitoring, learning and sharing knowledge) and colleagues in other Protected Landscape. The postholder will be the first point of contact for the Farming in Protected Landscapes (FiPL) programme and will work in partnership with a wide range of stakeholders, including Natural England, Surrey CC, the National Trust and other farmers and land managers, to deliver strategic environmental land management in the context of the Surrey Hills NL Management Plan 2025-30 and the Surrey Local Nature Recovery Strategy.
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	The postholder will maintain an overview of the FiPL project budget (circa £380k pa over the next 3 years) including reporting and monitoring to Defra under the guidance of the Surrey Hills Programme Manager

**Representative Accountabilities**  
Typical accountabilities in roles at this level in this job family

**Analysis, Reporting & Documentation**

- Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.
- Analyse and make recommendations for improvement or development of existing systems, processes or policy.

**Service Delivery**

- Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.
- Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.

**Planning & Organising**

- Plan workloads and secure resources to enable the team/s to achieve a quality service.
- Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.

**Finance/Resource Management**

- May assist with budget/resource management in accordance with the organisation's policies and procedures.
- May have delegated responsibility for a budget(s).

**Work with others**

- Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.

**People Management**

- 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.
- Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.

**And/Or**

- Operate as an individual responsible for the delivery of a high level/complex service.

**Duties for all**

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To be responsible for ensuring health & 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.

To have regard to and comply with safeguarding policy and procedure as appropriate.

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<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>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills (where appropriate).</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Essential Knowledge, Skills and Experience: Demonstrable knowledge and understanding of sustainable farming practices, management of semi-natural habitats including heathland, chalk grassland and woodland. Keen interest in environmental land management and nature recovery. Ability to build trusted relationships with farmers and land managers and support them through the grant application process. Excellent communication skills. Competent with digital (GIS) mapping. Knowledge of the Surrey Hills NL an advantage. Ability to travel across the area essential. Current UK driving licence</p>
<b>Role Summary</b>	<p>Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and 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 in 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.</p>

<b>Reference Number</b>	<p style="text-align: center;">BM-2026-185</p>
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