

Job Description

Job Title:	Nature Policy Advisor
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Natural Capital Programme Manager
Responsible for:	0
Key working relationships: (internal)	Other members of the Environment Team, TfWM, Housing and Property, Finance, Legal, Procurement
Key working relationships: (external)	Local authority officers, local councillors, community groups, academic institutions, consultants

Purpose of the Post

The postholder will provide support to the Environment Team alongside other teams in the WMCA and TfWM with development of policy and strategy and to provide knowledge to advice to assist project delivery teams on ecological matters. In addition to this, they will support delivery of the West Midlands Nature Recovery Strategy, including the natural environment private investment programme work.

Accountabilities

The postholder will be a key part of delivering the WMCA natural environment programme and will be accountable to key regional stakeholders in that role. This includes lead officers in natural environment/ ecology roles at local authorities and arm's length bodies (including Natural England, the Forestry Commission and the Environment Agency). There may also be accountability to funding bodies through the course of the work, where grant is secured for delivery.

Responsibilities

Strategic

- Keep up to date on relevant policy, legislation and guidance preparing updates and guidance notes to the WMCA/TfWM teams
- Prepare and present progress reports to the Environment Team and more senior managers within the WMCA and TfWM as and when required.
- Undertake research into key matters relating to biodiversity and nature-based solutions and present in an informative way to influence change.

People

- Develop trust and good relationships to become a principal point of contact for teams needing biodiversity and ecology support within the WMCA and TfWM organisations.
- Build and maintain effective working relationships with stakeholders across the WMCA, local authorities, and external partners
- Coordinate expertise from across the organisation to develop comprehensive policy responses
- Represent the WMCA at relevant external forums, conferences and meetings

Operational

- Support with technical advice and guidance on ecology matters at the design and planning stage of projects to enable WMCA and TfWM to become well informed clients

<ul style="list-style-type: none"> • Provide specialist biodiversity and ecology advice in order to influence compliance with policy, legislation and best practice ways of working within the WMCA and TfWM. • Provide advice to WMCA and TfWM on how to manage land assets for biodiversity • Support the management of consultant led projects, including support with budgets and delivery
Financial
<ul style="list-style-type: none"> • Identify budget for projects where appropriate. • Support the work on private investment into natural environment projects and programmes across the West Midlands (currently under the Local Investment in Natural Capital programme) • Ensure value for money and follow the appropriate governance processes for dealing with any financial activities. • Monitor budgetary expenditure.
Other
<ul style="list-style-type: none"> • Represent the WMCA in a professional manner. • Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Track record of project management	x		x	x	
Track record of stakeholder engagement	x		x	x	
Using/interpreting the DEFRA Biodiversity Net Gain metric	x		x	x	
Compiling, interpreting and reporting on ecological data	x		x	x	
Undertaking or interpreting ecological impact assessment and protected species reports	x		x	x	
Communicating sometimes difficult messages to partners and stakeholders with different levels of understanding	x		x	x	
Skills / Knowledge	E	D	A*	I*	T*
Competent IT user with use of MS Office	x		x	x	
GIS/data interpretation		x	x	x	
Demonstrable understanding of current UK flora and fauna and the legislative framework that protects it, especially in relation to development	x		x	x	
Understanding of the planning and development process with regard to Biodiversity Net Gain and features of ecological importance	x		x	x	
Understanding of ecological impact assessments and how they play a role in the planning process	x		x	x	
Good communicator able to form strong working relationships	x		x	x	
Qualification / Education / Training	E	D	A*	I*	T*
Degree in a relevant subject or equivalent professional qualification	x		X		
Postgraduate qualification in an environment-related field		x	X		
A relevant professional membership		x	x		
Project management qualification		x	X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
13/6/25	JEP591	SP34-SP38	