

PERSON SPECIFICATION

Post title: Dartmoor Headwaters Officer – Natural Flood Management
 Directorate: Conservation & Communities
 Grade: 5



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Education/Training/Qualifications		
Degree or equivalent in relevant subject or relevant vocational qualifications and relevant work experience	E	Application Form
Professional qualification and/or membership e.g. CIWEM	D	Application Form
Knowledge/Experience		
Significant demonstrable experience of building positive working relationships with farmers and rural communities to support sustainable businesses and deliver environmental outcomes	E	Application Form/ Interview
Knowledge and experience of undertaking NFM or river restoration using different techniques to reduce flood risk and/or increase biodiversity	E	Application Form/ Interview
Knowledge and experience of delivering Agri-environment schemes to inform, advise and support farmers and land managers.	E	Application Form/ Interview
A good understanding of catchment-based approaches, processes and solutions to deliver multiple benefits.	E	Application Form/ Interview
Demonstrable experience of managing complex multi objective projects	E	Application Form/ Interview
Experience of working in partnership with a range of organisations and community groups, e.g. government agencies, local authorities, NFU, interest groups, etc.	E	Application Form/ Interview
Able to demonstrate experience of budget management and procurement processes	E	Application Form/ Interview
Experience of managing contracts and supervision of contractors carrying out conservation works	E	Application Form/ Interview
Experience of successfully communicating environmental messages to a wide variety of audiences through a range of media	E	Application Form/ Interview
Experience of the land management, soils, nature conservation and the historic environment in the uplands and links to sustainable economies and funding streams	D	Application Form/ Interview
Experience of surveying rivers and their catchment areas	D	Application Form/ Interview
Experience of managing volunteers on site for a variety of conservation tasks.	D	Application Form/ Interview

Skills/Abilities		
Excellent oral, written and interpersonal communication skills - ability to develop and sustain positive collaborative relationships	E	Application Form/ Interview
Good negotiation skills and ability to work with a range of people	E	Application Form/ Interview
Excellent organisational skills and the ability to process and present data and information accurately and clearly	E	Application Form/ Interview
Working knowledge of Microsoft Office applications and general ICT skills including databases	E	Application Form/ Interview
Able to work independently as well as part of a team	E	Application Form/ Interview
Able to manage own workload and time	E	Application Form/ Interview
Project Management skills	E	Application Form/Interview
Ability to use GIS programmes and GPS and interpret remotely sensed data	D	Application Form/ Interview
Report writing and presentation skills	D	Application Form/ Interview
Other Requirements		
A commitment to continuous personal and professional development	E	Application Form/ Interview
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check
Flexibility and willingness to work occasional evenings and weekends	E	Application Form/ Interview

Job Specific Competencies (refer to Competency Framework)

Communication & Interpersonal Skills (Level 2) ▪ Uses positive communication to give praise and celebrate success ▪ Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience. ▪ States own views clearly, concisely and confidently, providing relevant evidence to support their case. ▪ Uses a range of communication techniques to gain and maintain the attention and interest of others. ▪ Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience. ▪ Actively recognises when a message has been misinterpreted and provides clarity. ▪ Makes information available promptly to those who need it internally or externally.
Development of Self and Others (Level 2) ▪ Develop coaching and mentoring skills in order to support others. ▪ Completes appraisals and appraisal reviews for direct reports, effectively and on time. ▪ Completes a full and timely induction for new members of team.

▪ Positively seeks to develop and improve own management skills and competencies. ▪ Gives prompt, honest and constructive feedback to others, in an appropriate manner. ▪ Recognises and responds positively to good performance and behaviours. ▪ Agrees what is expected of others, and addresses under performance issues when they arise. ▪ Actively reviews own Personal Development Plan, and addresses any gaps in knowledge and skills without prompting.
Strategic Awareness (Level 2) ▪ Is clear on the key priorities for DNPA and strives to achieve them. ▪ Has a clear understanding of the organisational policies and procedures and works within these. ▪ Understands the role of the Members in relation to the work of DNPA. ▪ Sets priorities and demanding but achievable objectives for others. ▪ Supports others to understand standards expected of them and monitors progress against objectives. ▪ Responds to changing priorities; re-prioritising own workload and that of others as required. ▪ Encourages a constructive response to change in others through a positive and collaborative attitude.
Working Effectively (Level 2) ▪ Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work. ▪ Ensures that own work and work of the team consistently meets high standards for quality and customer service. ▪ Communicates well with colleagues to ensure internal processes work efficiently and effectively. ▪ Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work. ▪ Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects. ▪ Manages spending within agreed budget.
Decision Making and Problem Solving (Level 2) ▪ Makes timely and considered decisions based on analysis of available data, information and evidence. ▪ Demonstrates fairness and consistency in actions and decisions that impact on others. ▪ Takes time to review problems, identify and implement solutions. ▪ Demonstrates accountability for decisions taken. ▪ Takes into account the feedback of others in order to make effective decisions.
Continuous Improvement (Level 2) ▪ Constructively challenges the status quo, and seeks better alternatives if needed. ▪ Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate. ▪ Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood. ▪ Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted. ▪ Supports the actions identified in the Developing Team Dartmoor ODS, in order to continually find ways of improving.



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