

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Engagement Manager – NR Eastern ESF
<b>Location:</b>	Hybrid remote. Available to travel to meetings in Network Rail Eastern region – approx. 0-5 times a month.
<b>Responsible to:</b>	Project Manager
<b>Responsible for:</b>	No direct line management responsibility
<b>Contract:</b>	Fixed-Term (Initially 1 year – Potential to be extended to Oct 2025)

### **Purpose of Job**

The Wildlife Trusts Consultancies (WTCs) have been engaged by Network Rail to deliver an extensive Biodiversity Plan throughout their Eastern Region.

The Engagement Manager role will be hosted by one of the consultancies, EMEC Ecology, and will facilitate the delivery of the Biodiversity Plan by engaging with Eastern Region stakeholders. This engagement will primarily be conducted through webinars, data gathering and stakeholder relationship management. Stakeholders may include Government Bodies, Charities, Local Species Groups, Community Groups and Landowners.

### **Main Responsibilities**

#### ***Line Management and Supervision***

The post-holder does not have any direct line management responsibilities.

#### ***Management of Resources and Projects***

- Engage with Network Rail stakeholders to identify and develop habitat opportunities alongside the client's infrastructure which are noteworthy in themselves or have potential for enhancement.
- Organise workshops / meetings / webinars for engagement opportunities, in line with project requirements.
- Liaise with third parties on habitat creation / improvement delivery plans on client and nearby third-party land.
- Liaise with local authorities, local nature recovery co-ordinators to facilitate the inclusion of client considerations into national strategies e.g. land parcels for biodiversity delivery into local nature recovery plans.
- Organise capture of data (and provide data management) for the Biodiversity Inventory, including large uploads.
- Organise third party data governance and feedback of collected Biodiversity Inventory data to permitted third parties.
- Work alongside Network Rail's communications teams to deliver positive news stories and build ongoing improvements to stakeholder relationships.

### ***Business Development and Client Liaison***

The post-holder will be responsible for:

- Assisting the Relationship Manager in the management of the relationship between the client and stakeholders.
- Ensuring appropriate liaison with client and stakeholders from the office and on site at all stages of the project.
- Manage the relationship and build strong rapport between Network Rail and external stakeholders.
- Representing EMEC at all times to promote the company's services and raise awareness of EMEC.

### ***Compliance and Governance***

The post-holder will:

- Ensure that the EMEC database is updated to facilitate production of management information. Ensure that their operations contribute to EMEC meeting its legal obligations regarding GDPR and Data Protection.
- Be accountable for the governance and compliance of the project.
- Provide management information as required to the Relationships Manager and Project Manager.
- Ensure, through liaison with the EMEC Project Manager (and NWT operations team as required), that all HR procedures are followed.
- Ensure that H&S systems are followed and undertake the compulsory training required.
- Maintain records to support the compliance with EMEC's Business Management System (ISO 9001 & 14001) including contribution to regular audits and annual compliance visits as required.

### ***Project Specific Requirements***

- Facilitate stakeholder engagement with habitat opportunities and planned works, within or adjoining the boundary of statutory sites or areas. Stakeholders may include:
  - a) statutory nature conservation organisations
  - b) other statutory environmental organisations
  - c) planning authorities
  - d) non statutory nature conservation organisations and charities
  - e) lineside neighbours or members of the public.

Stakeholder views should be taken into account and reviewed in the context of:

- f) safety
  - g) legal requirements
  - h) performance
  - i) budget
  - j) biodiversity gains, as specified by biodiversity units / credits.
- Liaise with Network Rail internal teams e.g. Route Engineers, Senior Asset Engineers and Route Communication Teams to ensure all proposed plans are compatible with the safe operation of client infrastructure.

- Provide input into client annual 'State of Nature' reports.
- Contribute community engagement requirements to the Sectional Plans.

## **General Requirements**

Working closely with EMEC staff, the post-holder has responsibility for undertaking the specific duties outlined in the job description above.

Working hours will be managed flexibly to reflect this requirement and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

A full driving licence is required as the post-holder will often need to travel within and beyond the County to locations not served by public transport, and sometimes carrying equipment or materials.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the organisation. This includes promoting and acting as an ambassador for EMEC.

This role is subject to a Basic DBS Check.

## **Engagement Manager Person Specification**

### ***Area A – EXPERIENCE***

- Extensive experience of stakeholder engagement and relationship management.
- Extensive experience of managing relationships with clients.
- Extensive experience of resourcing, organising and managing sub-contractors.
- Experience of delivering major projects.
- Background within conservation or railway (Desirable).

### ***Area B – KNOWLEDGE***

- A good degree and preferably post graduate qualification(s) in a relevant subject (Desirable).
- Excellent understanding of health and safety, GDPR.
- Excellent IT skills including word processing and spreadsheets.
- Good working knowledge of GIS, including setup and administration e.g.) QGIS, ArcGIS.

### ***Area C – SKILLS***

- Excellent inter-personal and communication skills.
- Excellent project management skills.
- Excellent administration and organisation skills, including ability to prioritise workloads and meet tight deadlines.
- Ability to liaise effectively with a wide range of people.
- Negotiation skills and conflict resolution.
- High attention to detail.

***Area D - PERSONAL QUALITIES***

- High level of enthusiasm, self-motivation and self-discipline.
- Ability to work without close supervision, work individually or as part of a team.
- Leadership and entrepreneurship.
- Flexible and positive outlook with a solution led focus.
- Commitment to nature conservation and equal opportunities.