

Members' Library Service Request Form

Date of Document	21/11/24
Originator	Eamon John
Originator's Ref (if any)	
Document Title	Creation Of Kittiwake Warden - Dunbar

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec. Director - Council Resources
Date	21/11/24

For Office Use Only:	
Library Reference	149/24
Date Received	21/11/24
Bulletin	Nov24

STAFFING REPORT – NEW POST

REPORT TO: Members' Library Service

BY: Executive Director – Council Resources

DATE: November 2024

SUBJECT: Creation Of Kittiwake Warden - Dunbar

1 PURPOSE

- 1.1 To seek Executive Director – Council Resources approval under delegated powers for the creation of a **Dunbar Kittiwake Warden** as a **Temporary** change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 This post is being created to provide a Kittiwake Warden post to monitor the Kittiwake population at Dunbar. This post is to be fully funded by SSE Renewables and will be on a temporary basis. It will be on a 35 hours/week basis to include some weekend working. The temporary basis will initially be for one year with the possibility of extension subject to the external funding agreement. No posts will be deleted from the establishment.
- 3.2 The Job Evaluation Team have evaluated this role and the post has been evaluated at Grade 8, £34,126 – £38,159.

4 POLICY IMPLICATIONS

- 4.1 This report has no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This post is considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

- 7.1 Financial –The funding for this post will be through a Section 69 agreement with SSE Renewables which is currently being negotiated.

The funding agreement will cover full salary and management, and as such there is no cost to East Lothian Council. SSE will also pay for the warden being able to use some of Dunbar Harbour Trust’s premises at the harbour during daytime while fulfilling their duties.

- 7.2 Personnel – This post has been formally evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. As part of the approval process HR and relevant Trades Unions will be consulted.

8. BACKGROUND PAPERS

- Agreed Job Details Form
- Proposed Structure Chart

AUTHOR’S NAME	Eamon John
DESIGNATION	Service Manager – Sport, Countryside and Leisure
CONTACT INFO	ejohn@eastlothian.gov.uk
DATE	13 November 2024

JOB OUTLINE	
JOB TITLE: Kittiwake Warden - Dunbar	JET CODE: 7975
SERVICE/BUSINESS UNIT: Partnerships & Community Services	
DIVISION: Sport, Countryside & Leisure	
REPORTING TO: Senior Countryside Ranger	
RESPONSIBLE FOR: None	
JOB PURPOSE:	
<p>To monitor kittiwakes and collect data on disturbance to kittiwakes by implementing measures to improve the number of kittiwakes nesting and breeding successfully at Dunbar Castle, as agreed with stakeholders.</p>	
MAIN DUTIES:	
<p>To undertake the following prior to the breeding season commencing in March 2025:</p> <ul style="list-style-type: none"> • Review the Baseline Monitoring Report which summarises all findings from the 2024 breeding season baseline monitoring, data collection on disturbance and identified potential constraints to kittiwake nesting habitat. • Review the Operational Kittiwake Management and Monitoring Plan (OKMMP) developed for the kittiwake colony at Dunbar Castle; the OKMMP specifies the measures to be implemented by the Jobholder to improve the number of kittiwakes nesting and breeding successfully at Dunbar Castle and sets out monitoring requirements going forward. • Complete a handover on kittiwake and disturbance monitoring approaches and techniques with Tringa Ecology Ltd who undertook the 2024 baseline monitoring. • Agree with SSE Renewables and Management whether any OKMMP measures to improve the number of kittiwakes nesting and breeding successfully at Dunbar Castle would need to be implemented in 2025, depending on status of OKMMP review by stakeholders and approval. • To carry out annual kittiwake and disturbance monitoring during the breeding season (following methods specified in consultation with SSE Renewables) 	

- To support the implementation of the management objectives and measures for the Dunbar Castle kittiwake colony, in accordance with the OKMMP.
- To produce a management and monitoring report annually, detailing the outcomes of kittiwake monitoring, together with management actions delivered, emerging issues, proposed adaptive management solutions and corrective measures if needed to implement the objectives, in accordance with the OKMMP.
- To provide written input into and/or comments to expected annual updates of the OKMMP.
- Should any results from monitoring or delivery of OKMMP actions need to be presented to stakeholders, the Jobholder is to support on that task, as needed.
- To engage with harbour users, including local fishermen and visitors, as well as the general public, school classes/groups and community groups to provide advice and/or education on matters relating to potential disturbance to kittiwakes and marine litter in and around the harbour, with the aim to engender a sense of connection to and ownership / conservation of the kittiwake colony.
- To establish and maintain effective lines of communication with all appropriate bodies and/or stakeholders, including Dunbar Harbour Trust, SSE Renewables, local fishermen, national agencies and non-governmental organisations, as needed.
- To collaborate effectively and constructively with any contractor appointed to support with monitoring and implementation tasks should these be overlapping, posing time constraints.
- To encourage and secure compliance with byelaws and management rules and any other relevant legislation and codes of practice, as may be needed for implementing kittiwake colony management measures.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post and with the tasks noted above.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree/Diploma in Ecology or other related discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through an approved Countryside Ranger training programme or other relevant experience in relation to seabird monitoring.

Disclosure Scotland:

- This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

Scottish Social Services Council:

- None

TEAM RESPONSIBILITIES

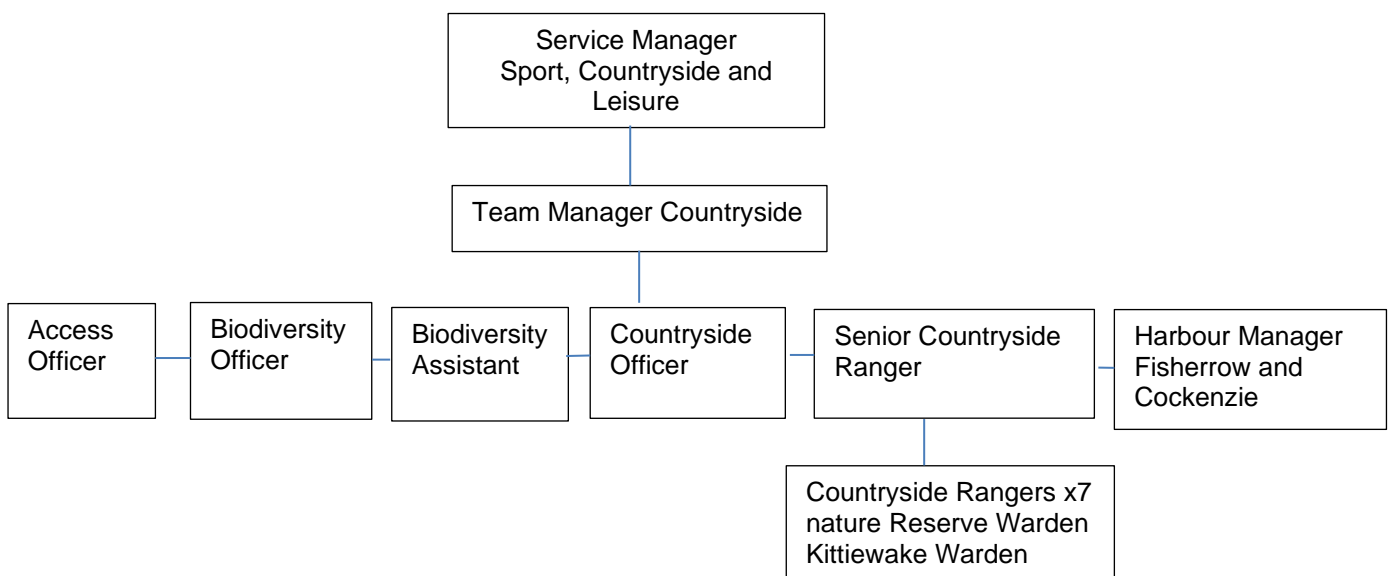
The Countryside Service is responsible for the management of all the coastal and countryside sites owned or managed by the Council, which include John Muir Country Park, Aberlady Bay Local Nature Reserve, Gullane Bents, Yellowcraig, Longniddry Bents, Haddington – Longniddry Railway Walk, Pencaitland Railway Walk, Traprain Law, and North Berwick Law. The sites are managed for informal recreation and nature conservation, with the aim of ensuring that the designated sites are maintained in a healthy condition.

The East Lothian Countryside Ranger Service is located within the Countryside Service. The aim of the Countryside Ranger Service is to 'promote awareness and understanding of the countryside; enhance the variety of experiences provided by East Lothian's countryside and coastal sites and to ensure these sites are managed in a sustainable manner'. To direct the management of coast and countryside sites, a site management plan is developed for each site.

The Countryside Service is responsible for developing the East Lothian Core Path Plan, implementing the Sustainable Path Network Strategy, maintaining rights of way, the John Muir Way and the path network and promoting responsible access in the outdoors.

The Biodiversity process is taken forward by the Countryside Service through the East Lothian Local Biodiversity Action Plan.

ORGANISATIONAL STRUCTURE



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Degree/Diploma in Ecology or other related disciplines, e.g. BSc Ecology or related environmental discipline/HND Wildlife and Conservation Management or related discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous employment or other relevant experience in relation to seabird monitoring.</p> <p>PVG Membership for Children is an essential requirement of this post.</p>	A current driving licence.
Previous Experience (Paid & Voluntary Work)	<p>Previous experience in seabird monitoring (e.g. colony counts, productivity monitoring etc).</p> <p>Previous experience in engaging with the general public and other stakeholders, including dealing with potential challenging behaviours, as may be needed.</p> <p>Previous experience in people management and environmental interpretation/education.</p>	<p>Experience in monitoring kittiwakes, according to Walsh <i>et al.</i>, 1995¹.</p> <p>Experience in collecting data on disturbance to seabird colonies.</p>
Knowledge/ Skills /Competencies	<p>Knowledge in monitoring seabirds and in recording monitoring results, in accordance with Walsh <i>et al.</i>, 1995.</p> <p>Effective organisational, time and project management skills.</p> <p>Effective verbal and written communication skills, including report writing.</p> <p>Experience of building effective local relationships.</p>	<p>Knowledge in monitoring kittiwakes, according to Walsh <i>et al.</i>, 1995.</p> <p>Knowledge in effective monitoring of sources of disturbance to seabird colonies.</p>

	<p>Ability to record, collate, synthesise, analyse and interpret large datasets.</p> <p>A skilled user of Microsoft Office.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Research and evaluation skills.</p> <p>Ability to investigate and resolve problems.</p> <p>Knowledge of countryside, conservation and environmental issues.</p>	
<p>Personal Qualities</p>	<p>Ability to work flexibly as part of a team.</p> <p>Ability to develop and maintain effective relationships with stakeholders, including communities.</p> <p>Ability to use own initiative and work autonomously, but also to take into account advice given, where needed.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p> <p>Ability to be creative.</p>	
<p>Council Behaviours</p>	<p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

