

Functional Map - Environmental conservation

Industry key purpose: To conserve and manage rural and urban environmental areas, rivers, coasts and waterways

Key Area	Key Function	Function	Activity/NOS Title	NOS Code	Developed by
Manage the workforce and the organisation	Staff management	Manage work activities	Make sure people in your business can do their work	CFAOP5	Skills CFA
			Allocate and check work in your team	CFAD5	Skills CFA
			Allocate and monitor the progress and quality of work in your area of responsibility	CFAD6	Skills CFA
			Provide leadership in your area of responsibility	CFAB6	Skills CFA
			Provide leadership for your team	CFAB5	Skills CFA
		Manage workplace issues	Deal with workplace problems or disputes	CFAOP7	Skills CFA
		Manage volunteers	Plan, organise and monitor volunteering activities	SFTD1	Third Sector
			Evaluate volunteers' contribution to strategic goals	SFTA5	Third Sector
			Lead and motivate volunteers	SFTD2	Third Sector
			Develop a volunteering policy	SFTA2	Third Sector
			Develop and maintain partnership working to support your volunteering strategy	SFTE5	Third Sector
			Obtain funds for your organisation's volunteering policies and plans	SFTF3	Third Sector
			Maintain records of volunteers	SFTD6	Third Sector
			Manage volunteers expenses	SFTD7	Third Sector
			Help address problems affecting volunteers	SFTD8	Third Sector
			Report to external agencies about volunteering activities	SFTF11	Third Sector
			Maintain the workforce	Recruit, select and keep colleagues	CFAD3
		Plan what people your business needs		CFAOP2	Skills CFA
		Promote volunteering within your organisation		SFTB1	Third Sector
		Promote volunteering to potential and actual volunteers		SFTB2	Third Sector
		Advertise for volunteers		SFTC2	Third Sector
	Manage the recruitment and placement of volunteers	SFTC1		Third Sector	
	Develop staff	Provide learning opportunities for your colleagues	CFAD7	Skills CFA	
		Support the development of volunteers' knowledge, skills and competence	SFTD3	Third Sector	
		Provide one-to-one support to help volunteers develop	SFTD4	Third Sector	
		Enable volunteers to learn in groups	SFTD5	Third Sector	
	Business strategy, policy and planning	Manage business planning	Develop a strategic business plan for your organisation	CFAB3	Skills CFA
			Prepare, co-ordinate and monitor operational plans	CFABAA1110	Skills CFA
			Make changes to improve the business	CFABD6	Skills CFA
		Manage the business	Put the strategic plan into action	CFAB4	Skills CFA
		Manage organisation culture	Develop the culture of your organisation	CFAB9	Skills CFA
		Comply with legislation and other requirements	Ensure compliance with legal, regulatory, ethical and social requirements	CFAB8	Skills CFA
	Keep up to date with current legislation affecting your business		CFALG2	Skills CFA	
	Resources	Manage resources	Manage physical resources	CFAE8	Skills CFA
			Order products and services	CFABAF131	Skills CFA
			Procure supplies	CFAE15	Skills CFA
Manage the movement and storage of resources		Transport physical resources within the work area	LANCS6	Lantra	

		Select and manage contractors	Prepare specifications for contracts	CFABAF132	CfA
			Invite tenders and select contractors	CFABAF111	CfA
			Monitor and evaluate contracts	CFABAF121	CfA
			Support contractors to enable them to achieve objectives	LANCS81	Lantra
	Finance	Obtain finance	Assess, negotiate and secure sources of funding for the land-based sector	LANCS44	Lantra
			Plan and co-ordinate fund raising	LANCS43	Lantra
			Assist with fundraising planning	SFTF1	Third Sector
			Assist with fundraising implementation	SFTF2	Third Sector
		Manage cash flow	Manage a budget	CFAE1	Skills CFA
			Manage finance for your area of responsibility	CFAE2	Skills CFA
			Keep financial records for your business	CFAMN3	Skills CFA
	Business improvement	Manage change	Lead change	CFAC4	Skills CFA
			Plan change	CFAC5	Skills CFA
			Implement change	CFAC6	Skills CFA
	Information and communication	Share information	Communicate information and knowledge	CFAE11	Skills CFA
			Manage communications in a business environment	CFABAA616	Skills CFA
			Communicate in a business environment	CFASASA211	Skills CFA
			Participate in meetings	CFAD12	Skills CFA
			Lead meetings	CFAD11	Skills CFA
		Store information	Maintain and store records within the workplace	LANCS5	Lantra
	Quality control	Manage quality systems	Manage quality systems	CFAF13	Skills CFA
			Prepare for and participate in quality audits	CFAF14	Skills CFA
		Manage the quality of the product/service	Improve the quality of product or service	CFABD7	Skills CFA
	Projects and events	Manage projects	Plan, run and evaluate projects	CFABAA152	Skills CFA
			Manage projects involving volunteers	SFTF2	Third Sector
			Organise a straightforward project or event	LANCS45	Lantra
		Manage events	Organise and co-ordinate events	CFABAA312	Skills CFA
			Organise events involving volunteers	SFTF7	Third Sector
	Business technology	Manage the use of technology	Promote the use of technology within your organisation	CFAE4	Skills CFA
	Contracts	Tender for contracts	Develop, negotiate and agree proposals to offer land-based services and products	LANCS47	Lantra
		Promote sustainable good practice	Develop a sustainability policy	COGSBP02	Cogent
			Manage adaptation to environmental change in support of sustainable business practice	COGSBP33	Cogent
	Environmental good practice and sustainability	Promote environmental good practice	Develop an environmental policy	LANEM1	Lantra
			Evaluate and make recommendation on an environmental policy	LANEM2	Lantra
			Identify and evaluate significant environmental aspects and impacts for the organisation	LANEM3	Lantra
			Identify and demonstrate compliance with environmental, legal and other non-regulatory environmental requirements for the organisation	LANEM4	Lantra
			Environmental auditing	LANEM7	Lantra
			Review environmental performance	LANEM5	Lantra
			Improve environmental performance	LANEM6	Lantra

Maintain health, safety, security and the environment			Report environmental performance	LANEM8	Lantra				
			Manage the environmental impact of your work	CFAE9	Skills CFA				
			Prepare, screen and scope an Environmental Impact Assessment	LANEM11	Lantra				
			Co-ordination and management of the assessment and initial Environmental Statement compilation	LANEM12	Lantra				
			Final Environmental Statement reporting, communication and follow-up	LANEM13	Lantra				
			Develop an awareness of environmental good practice	LANEM15	Lantra				
		>	Reduce and manage waste	> Reduce and manage waste	LANCS27	Lantra			
	> Health, safety and security	>	Maintain health, safety and security	Ensure an effective organisational approach to health and safety	CFAE7	Skills CFA			
				Ensure health and safety requirements are met in your area of responsibility	CFAE6	Skills CFA			
				Monitor and maintain health, safety and security	LANCS2	Lantra			
				Promote, monitor and maintain health, safety and security	LANCS3	Lantra			
				Develop and maintain a healthy, safe and secure environment for children	SKAPW7	Skills Active			
		>	Deal with incidents and emergencies	>	Manage incidents and emergencies in the land-based sector	LANCS10	Lantra		
					Respond to incidents and emergencies in the land-based sector	LANCS11	Lantra		
				Deal with a pollution incident	LANEnC24	Lantra			
Manage personal skills and development	>	Personal development	>	Improve your own skills and knowledge	>	Manage your own resources and professional development	CFAA2	Skills CFA	
						Agree how to manage and improve own performance in a business environment	CFABAA625	Skills CFA	
	>	Personal skills	>	Maintain and use personal skills	Develop a presentation	CFABAA617	Skills CFA		
					Deliver a presentation	CFABAA623	Skills CFA		
					Take decisions	CFAE10	Skills CFA		
					Plan and manage your own workload	CFASAS5	Skills CFA		
					Manage your time in the business	CFAYS5	Skills CFA		
					Use IT to support your own role	CFASASA231	Skills CFA		
					Using mobile devices	ESKUMD	E-skills		
					Design and imaging software	ESKDIS	E-skills		
					Bespoke or specialist software	ESKBS	E-skills		
	>	Working relationships	>	Maintain productive working relationships	Develop productive working relationships with colleagues	CFAD1	Skills CFA		
				Develop productive working relationships with colleagues and stakeholders	CFAD2	MSC			
				Establish and maintain working relationships with others	LANCS4	Lantra			
	>	Marketing and promotion	>	Plan and evaluate marketing and promotion	Develop plans to improve your marketing and sales for the land-based business	LANCS46	Lantra		
>		Customer relations	>	Maintain effective customer relations	Develop a customer focused organisation	CFAF10	Skills CFA		
					Give a positive impression of yourself and your organisation	CFACSA4	Skills CFA		
					Manage the achievement of customer satisfaction	CFAF11	Skills CFA		
					Resolve customer service problems	CFAF5	Skills CFA		
>		Public relations	>	Manage effective public relations	Promote responsible public use of outdoor sites	LANEnC1	Lantra		
					Consult and work with the local community	LANEnC2	Lantra		
					>	Provide legal advice	Advise on environmental information and developments	LANEnC26	Lantra
							Negotiate to improve or protect the conservation or recreational value of land or marine areas	LANEnC27	Lantra
				Provide expert evidence to courts and other hearings	SFJFSA101	Skills for Justice			
				Protect the environment through legal enforcement	LANEnC28	Lantra			

	>	Sales	>	Sell your products or services	>	Promote and sell products and services to visitors to cultural venues	CCSV3	Creative and Cultural		
Provide education and training	>	Education	>	Prepare and deliver interpretations	>	Research and prepare environmental interpretations	LANEnC29	Lantra		
					>	Deliver interpretive activities	LANEnC30	Lantra		
					>	Produce interpretive materials	LANEnC31	Lantra		
			>	Prepare and deliver outdoor education	>	Design outdoor education programmes	SKAB22	Skills Active		
					>	Facilitate education in the outdoors	SKAB33	Skills Active		
					>	Facilitate participants' investigation and understanding of the environment	SKAB36	Skills Active		
	>	Prepare and deliver outdoor recreation	>	Deliver a sea school programme	LANEnC32	Lantra				
			>	Design outdoor recreation programmes	SKAB24	Skills Active				
			>	Facilitate recreation in the outdoors	SKAB26	Skills Active				
	>	Learning and development	Prepare and deliver training	>	Identify collective learning and development needs	LSIA1	LSIS			
				>	Identify individuals' learning and development needs	LSIA2	LSIS			
				>	Plan and prepare learning and development programmes	LSIB3	LSIS			
				>	Plan and prepare specific learning and development	LSIB4	LSIS			
>				Develop and prepare resources for learning and development	LSIB5	LSIS				
>				Manage learning and development in groups	LSIC6	LSIS				
>				Facilitate individual learning and development	LSIC7	LSIS				
>				Engage and support learners in the learning and development process	LSIC8	LSIS				
>				Assess learner achievement	LSIC9	LSIS				
>				Reflect on, develop and maintain own skills and practice in learning and development	LSID10	LSIS				
>	Evaluate and improve learning and development provision	LSID13	LSIS							
Maintain, repair and use equipment and machinery	>	Equipment and machinery	>	Prepare and use equipment and machinery	>	Prepare and use equipment and machinery	LANCS35	Lantra		
					>	Prepare and operate a powered vehicle	LANCS9	Lantra		
			>	Maintain equipment and machinery ready for use	>	Sharpen and maintain edged hand tools	LANTw54	Lantra		
					>	Carry out routine maintenance and repair of equipment and machinery	LANCS25	Lantra		
	>		>	Assess and develop sites	>	Plan and manage site assessments in the land-based and environmental sector	LANCS38	Lantra		
					>	Conduct site assessments in the land-based and environmental sector	LANCS39	Lantra		
					>	Identify and assess rural land use	LANCS70	Lantra		
					>	Evaluate options for the development of sites in the land-based and environmental sector	LANCS40	Lantra		
					>	Identify rural business opportunities	LANCS71	Lantra		
					>	Plan and manage the development of sites in the land-based and environmental sector	LANCS41	Lantra		
					>	Manage sites	>	Manage sites in the land-based and environmental sector	LANCS42	Lantra
							>	Work within the local coastal and marine environments	LANEnC25	Lantra
							>	Construct boundaries or access points	LANCS20	Lantra
			>	Develop and manage sites	Maintain infrastructure on sites	>	Maintain or repair boundaries or access points	LANCS21	Lantra	
						>	Construct structures	LANCS18	Lantra	
						>	Maintain and repair structures	LANCS19	Lantra	
						>	Build dry stone structures	COSVR567	Construction Skills	
						>	Construct paths or surfaces	LANCS16	Lantra	
						>	Maintain and repair paths or surfaces	LANCS17	Lantra	
>	Install site furniture	LANCS23	Lantra							
>	Maintain site furniture	LANCS24	Lantra							

Manage environmental conservation activities			Install land drainage systems	LANH31	Lantra			
			Maintain land drainage systems	LANH32	Lantra			
			Maintain grounds of premises and facilities	ASTPC207	Asset Skills			
			Co-ordinate the construction and maintenance of land-based site infrastructure	LANCS22	Lantra			
			Set up and maintain an aquarium	LANAnC74	Lantra			
	>	Environmental research	>	Carry out environmental surveys	>	Survey and report on the condition of the environment	LANEnC3	Lantra
						Plan and oversee field surveys	LANEnC34	Lantra
						Conduct field surveys	LANEnC4	Lantra
						Analyse data from field surveys and report on findings	LANEnC5	Lantra
						Survey seabed habitat by remote sensing	LANEnC6	Lantra
						Use geospatial data in environmental surveys	LANEnC7	Lantra
						Identify species	LANEnC8	Lantra
						Apply species identification skills	LANEnC33	Lantra
						Monitor and report on environmental change	LANEnC9	Lantra
						Produce a research report	LANEnC35	Lantra
	>	Conservation	>	Carry out conservation activities	>	Carry out work to create or manage habitats	LANCS36	Lantra
						Plan and oversee work to create or manage habitats	LANCS37	Lantra
						Carry out management of planted areas	LANH20	Lantra
						Plan and monitor the establishment and management of animal populations	LANAnC66	Lantra
						Release animals into their natural habitat	LANAnC36	Lantra
						Plan and evaluate for coppice management	LANTw51	Lantra
						Maintain coppice health and productivity	LANTw52	Lantra
						Cut, process and extract coppice	LANTw53	Lantra
						Lay a hedge	LANTw61	Lantra
			>	Control weeds, pests, diseases and disorders	>	Identify the presence pests, diseases and disorders	LANCS29	Lantra
						Plan and manage the control of weeds, pests and diseases	LANCS32	Lantra
						Control unwanted pests, diseases, disorders and vegetation	LANCS54	Lantra
						Arrange management of invasive or harmful species	LANCS76	Lantra
	>	Waterways	>	Manage waterways	>	Maintain and improve water channel capacity by manual operations	LANEnC10	Lantra
						Maintain and improve water channel capacity by controlling vegetation	LANEnC11	Lantra
						Control water levels and water flow by mechanically maintaining the water channel	LANEnC12	Lantra
						Maintain and improve water levels and water flow by mechanically controlling vegetation	LANEnC13	Lantra
						Fabricate and install permanent structures for the water environment	LANEnC17	Lantra
						Maintain and repair permanent structures for the water environment	LANEnC18	Lantra
						Maintain water level systems	LANEnC19	Lantra
					Prepare and operate water-borne plant	LANEnC20	Lantra	
					Prepare and maintain the operational condition of work boats	LANEnC21	Lantra	
					Operate work boats	LANEnC22	Lantra	
					Work safely and effectively in confined spaces	LANEnC23	Lantra	
					Monitor and report water levels	LANEnC14	Lantra	
					Identify areas at risk of flooding	LANEnC15	Lantra	
					Identify and respond to incidents of flooding	LANEnC16	Lantra	
					Work in co-operation with other organisations	SFJCC AA1	Skills for Justice	
					Anticipate and assess the risk of emergencies	SFJCC AB1	Skills for Justice	
					Develop, maintain and evaluate emergency plans and arrangements	SFJCC AC1	Skills for Justice	

	>	Flood risk management	>	Manage the risk of flooding	>	Raise awareness of the risk, potential impact and arrangements in place for emergencies	SFJCC AF1	Skills for Justice
						Warn, inform and advise the community in the event of emergencies	SFJCC AF2	Skills for Justice
						Share information with other organisations	SFJCCAA2	Skills for Justice
						Survey, assess and record the condition of property	CICE12	Construction Industry C
						Manage and implement the maintenance of property, systems and services	CICE43	Construction Industry C
						Establish and operate technical information systems	CICF42	Construction Industry C
						Implement and monitor research policies	CICF48	Construction Industry C