

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Assistant Ecologist (Placement Student)
<b>Responsible to:</b>	Ecologist
<b>Responsible for:</b>	No direct line management
<b>Location:</b>	The Old Ragged School

### **Overall Purpose of Job**

This post is for a placement of up to 12 months to gain experience working in a commercial ecological consultancy. The placement student will be expected to fulfil the role of an assistant to the ecology team (and land management and arboriculture teams if required).

To support the management, development and promotion of EMEC as a high quality ecological consultancy and to deliver positive conservation outcomes through the provision of high quality, objective ecological advice and practical land management to clients in all sectors.

### **Main Responsibilities**

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

The postholder does not have any direct line management responsibilities.

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

The postholder will utilise their experience and knowledge to:

- Carry out fieldwork and support fieldwork carried out by others. Surveys will primarily involve protected species work (bats, great crested newts and reptiles).
- Contribute to reports and maps for ecological surveys.
- Undertake day to day project management of the more simple protected species surveys.

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

The postholder will be responsible for:

- Ensuring appropriate liaison with clients and landowners both from the office and on site.
- Support income generation through assisting on the production of tenders and quotes.
- Support the production of content for print and digital media to promote the work of EMEC.

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

The postholder will;

- Ensure that the EMEC database is updated to facilitate production of management information.
- Ensure that the operations of the team contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection.
- Ensure that H&S systems are followed and that they undertake the compulsory training required to deliver their roles.
- 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.
- Ensure that the EMEC staff diary is kept up to date at all times for their own work.

- Provide updates on activities to staff meetings as required.

## General Requirements

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

Given the nature of EMEC's activities **unsocial hours will be required in the evenings and very occasionally the weekends** to ensure the effective implementation of this post. Working hours will be managed flexibly to reflect this requirement.

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

In order 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.

## Assistant Ecologist (Placement Student) Person Specification

Ideally the postholder will be able to demonstrate all or most of the range of experience, skills, knowledge, and personal qualities detailed below.

### **Area A - EXPERIENCE**

- Although no specific experience is required, it would be desirable to have previous experience of ecological surveys and assessment

### **Area B - KNOWLEDGE**

- A strong academic background (GCSEs and A-Levels)
- Be part-way through a degree in ecology (or related subject)
- Awareness of habitats and species typical of the East Midlands region
- IT applications including word processing and spreadsheets, knowledge of GIS desirable

### **Area C - SKILLS**

- Basic species identification skills
- Excellent inter-personal and communication skills
- Basic report writing skills
- Ability to follow instructions, and work to deadlines and standards set by more senior staff

### **Area D - PERSONAL QUALITIES**

- High level of enthusiasm, self-motivation and self-discipline
- Flexible and positive outlook with a solution led focus
- Commitment to nature conservation and equal opportunities