**JOB DESCRIPTION**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Consultant Ecologist

**Responsible to:** Consultancy Manager

**Responsible for:** No direct line managements

**Location:** The Old Ragged School

**Overall Purpose of Job**

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, but in relation to smaller/medium scale projects which they are project managing, they will be responsible for the supervision of members of the team, including Ecologists, Placement Students and Land Management team, and potentially the supervision of contractors.

***Management of Resources and Projects***

The postholder will utilise their experience and knowledge to:

* Carry out fieldwork and manage fieldwork carried out by others, including the management of resources required (people, vehicles, equipment, third party data, contractors).
* Produce routine / standard reports, as well as non-standard (bespoke) reports and maps for ecological surveys, including, amongst other things:
  + Surveys.
  + Impact assessments.
  + Management plans.
  + Landscape design.
  + Mitigation plans.
  + Conservation land management.
* Produce licence applications and manage licences throughout the process.
* Manage medium sized projects (generally under £10,000), including arranging access for surveys, organising surveyors, and ensuring that projects are managed effectively to deliver projected profit for EMEC.
* Ensure that for the projects they have responsibility for the team follow all financial management procedures, including purchase orders, prompt invoicing and assessment of WIP.
* Provide technical expertise to NWT as required.
* Support the recruitment of placement students.
* May assist the Consultancy Manager through the QA of tenders and standard reports.

***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 at all stages of a project from design to delivery.
* Generating business through the production of tenders and quotes, identifying new opportunities and identifying and developing relationships with potential clients and partners.
* Producing content for print and digital media to promote the work of EMEC.
* Representing EMEC, under the instruction of senior management, at events to promote the company’s services and raise awareness of EMEC.

***Compliance and Governance***

The postholder will;

* Engage in the strategic and business planning process and that they understand the objectives and targets.
* Ensure that the EMEC database is updated to facilitate production of management information.
* Ensure that the operations of their team contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection.
* Ensure, through liaison with NWT operations team, that all HR procedures are followed and that the staff handbook is updated, communicated and followed by all staff.
* Ensure that H&S systems are followed and that team members 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 and that of their team members.
* 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 and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

A full driving licence is required 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.

**Consultant Ecologist 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***

* Substantial experience of ecological survey and assessment, including protected species surveys, and licensing.
* Experience of nature conservation advisory work and habitat evaluation.
* Experience of sourcing and interpretation of ecological data.
* Experience of licence applications and complex mitigation design.
* Experience of contract management and managing relationships with clients and sub-contractors.
* Experience of designing and delivering complex surveys and bespoke mitigation design.
* Experience of delivering business development.

***Area B - KNOWLEDGE***

* A good degree and preferably post graduate qualification(s) in ecology or a related science
* Excellent knowledge of habitats and species typical of the East Midlands region
* Excellent understanding of relevant conservation legislation, in particular species protection
* A good understanding of health and safety within the sector.
* IT applications including word processing and spreadsheets, knowledge of GIS desirable.

***Area C - SKILLS***

* Survey licence for one or more protected species.
* Excellent species identification skills.
* Excellent inter-personal and communication skills.
* Excellent project management and report writing (including complex mitigation design).
* 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.
* Ability to undertake QA of others work and provide constructive feedback.
* 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.