**JOB DESCRIPTION**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Consultancy Manager

**Responsible to:** Managing Director

**Responsible for:** Ecologist, Arboriculturalist and Land Management staff

**Location:** The Old Ragged School

**Overall Purpose of Job**

To support the management, development and promotion EMEC as a professional 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 is responsible for the management of the work of the Ecological, Arboriculture and Land Management staff, with the particular direct line management and supervision of:

* Senior Ecologists
* Consultant Ecologists
* Arboriculturalist
* Contractors
* Volunteers
* Land Management team

***Management of Resources and Projects***

The postholder will utilise their experience and knowledge to:

* ensure that projects are delivered to a high standard and managed effectively and efficiently to ensure that the projected profit for EMEC is met or exceeded
* plan and oversee the delivery of a complex mix of projects for clients which includes, amongst other things:
  + surveys.
  + impact assessments.
  + management plans.
  + landscape design.
  + mitigation plans.
  + conservation land management.
* carry out fieldwork and manage fieldwork carried out by others, including the management of resources required (people, vehicles, equipment, third party data, contractors).
* lead on the design and execution of surveys including botanical work (including Extended Phase-1 habitat surveys and NVC) and protected species work (bats, great crested newts, water voles, birds, otters, reptiles and badgers).
* produce, and oversee the production of, reports and maps for Ecological Surveys, Ecological Impact Assessments, Management Plans and Landscape Design work.
* provide the senior QA role within the company.
* ensure that appropriate staff resources are in place.
* support the development of EMEC systems, processes and procedures to help ensure they support the efficient and effective running, and development, of the business
* ensure that financial management procedures are followed, including purchase orders, prompt invoicing and assessment of WIP.
* ensure that monthly payroll information is provided.
* contribute to company performance updates for staff on a monthly basis, and quarterly reports to the EMEC Board.
* provide technical expertise to NWT as required.

***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.
* support the development of excellent client management and communications
* helping to secure business through the production of commercially sound and competitive tenders and quotes
* contribute to the setting of consultancy rates and production of quote templates
* taking a lead on delivering largescale/complex projects
* supporting the identification and development of new opportunities and client relationships.
* supporting the delivery of the EMEC marketing strategy and plan, including ensuring that content is produced for print and digital media to promote the work of EMEC
* support the analysis of business critical data to help understand performance against budget and inform decision making
* representing EMEC at events to promote the company’s services and raise awareness of EMEC.
* developing positive engagement with NWT, providing and seeking promotion of EMEC through NWT’s contacts.
* representing EMEC at the AWTC and developing AWTC partnerships.

***Compliance and Governance***

The postholder will;

* support the development, review and update of the strategy, annual budget and business plan, ensuring that staff are engaged in this process and understand the objectives and targets.
* ensure that the EMEC database is updated to facilitate production of management information.
* provide information as required to the EMEC Board.
* take responsibility for ensuring that EMEC meets 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 communicated and followed by staff
* carry out regular appraisal and personal development discussions with direct line reports
* represent EMEC at HR Working Group and H&S Working Group meetings, as required.
* take responsibility for ensuring that H&S systems are adopted by staff, and that staff undertake the compulsory training required to deliver their roles.
* take responsibility for ensuring the development of, and compliance with, EMEC’s Business Management System (ISO 9001 & 14001) including regular audits and passing annual compliance visits.
* ensure that all appropriate records are maintained to meet the requirements of ISO9001 and 14001.
* contribute to quarterly reports for the EMEC Chair to report to the NWT Board and provide input to the NWT senior management team as required by the EMEC Directors.

**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.

**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***

* Significant 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
* General business administration knowledge and knowledge of legal frameworks impacting on limited companies and this sector (E.g. H&S at Work, GDPR)
* A good understanding of health and safety within the sector.
* IT applications including word processing and spreadsheets, databases, 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.