

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Senior Ecologist
<b>Responsible to:</b>	Consultancy Manager
<b>Responsible for:</b>	Junior members of the Ecology team
<b>Location:</b>	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 post holder will typically be responsible for all aspects of the line management and supervision of the work of two to three members of the ecology team, which may include:

- Consultant Ecologists
- Ecologists
- Assistant Ecologists
- Casual contracts
- Placement students
- Contractors

#### *Management of Resources and Projects*

The post holder 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).
- 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.
- 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.
- Undertake QA of tenders, standard reports and other bespoke reports / documents.
- Ensure that projects are managed effectively to ensure that the projected profit for EMEC is met or exceeded.
- Ensure that for their projects, they (and those they line manage) follow all financial management procedures, including purchase orders, prompt invoicing and assessment of WIP.

- Provide technical expertise to NWT as required.

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

The post holder 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, undertaking largescale/complex projects, assisting with the identification of new opportunities and developing relationships with potential clients and partners.
- Produce content for print and digital media to promote the work of EMEC.
- 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 on behalf of the Consultancy Manager as required.

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

The post holder will;

- Provide input into the strategic and business planning process via the Consultancy Manager.
- Ensure that staff they directly line manage 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 management information as required to the Consultancy Manager and/or EMEC Board.
- Ensure that the operations of staff they directly line manage contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection.
- Ensure, through liaison with the Consultancy Manager (and NWT operations team as required), that all HR procedures are followed by them and by staff they directly line manage.
- Carry out regular performance management with staff they directly line manage and ensure that any of those staff with line management responsibilities does the same.
- Ensure that H&S systems are followed and that staff they directly line manage 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 the staff they line manage.
- Provide updates on activities to staff meetings as required.

### **General Requirements**

Working closely with EMEC staff, the post holder 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 post holder 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.

## **Senior Ecologist Person Specification**

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

### **Area A - EXPERIENCE**

- Extensive experience of ecological survey and assessment, including protected species surveys, and licensing.
- Experience of managing the work of others, delivering project budgets, and input into reporting on operational performance.
- Extensive experience of nature conservation advisory work and habitat evaluation.
- Extensive experience of sourcing and interpretation of ecological data.
- Extensive experience of licence applications and complex mitigation design.
- Extensive experience of contract management and managing relationships with clients and sub-contractors.
- Extensive experience of designing and delivering complex surveys and bespoke mitigation design for multiple clients in different industries
- Experience of delivering business development and a proven track record of this producing results
- One or more protected species survey licences including a Level 2 bat licence.
- Demonstrable experience in wildlife mitigation, having previously acted as Named Ecologist on Natural England mitigation licences for bats, great crested newts or other European Protected Species.
- Licensed barn owl surveyor (CL29) would be desirable
- Tree climber qualified to City & Guild NPTC Level 2 award in tree climbing & aerial rescue would be desirable

### **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
- Excellent understanding of health and safety within the sector.
- IT applications including word processing and spreadsheets, knowledge of GIS and ecological software 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.