

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Ecologist
<b>Responsible to:</b>	Senior Ecologist
<b>Responsible for:</b>	No direct line management
<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 does not have any direct line management responsibilities, but in relation to smaller scale projects which they are project managing, they will be responsible for the supervision of members of the team, including Ecologists, Assistant Ecologists and Land Management team, and potentially the supervision of contractors Seasonal Assistant Ecologists and Placement Students.

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

The post holder will utilise their experience and knowledge to:

- Undertake desk studies and GIS mapping
- Carry out ecology surveys (individually and as an assistant)
- Manage projects (generally under £10,000), with senior management oversight
- Produce reports for clients
- Carry out fieldwork and manage fieldwork carried out by others, including the management of resources required (people, vehicles, equipment, third party data, contractors)
- Ensure that projects are managed effectively to ensure that the projected profit for EMEC is met or exceeded
- Prepare license applications and manage licenses throughout the process
- Ensure that for projects for which they have responsibility that all financial management procedures, including purchase orders, prompt invoicing and assessment of WIP are undertaken

#### ***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, with direct responsibility for small scale and standard projects
- Ensuring project work is completed within the allocated time
- Supporting income generation through assisting on the production of quotes
- Supporting the production of 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
- Providing technical expertise to NWT as required

## ***Compliance and Governance***

The post holder will;

- Ensure that the financial reporting is kept updated to facilitate production of management information
- Ensure they 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 their Outlook Calendar and scheduling software 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 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 e.g. working with the Land Management team, 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.

## **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***

- Experience of ecological survey and assessment, including protected species surveys
- Experience of nature conservation advisory work and habitat evaluation
- Experience of sourcing and interpretation of ecological data
- Experience of working on projects with routine mitigation design
- Experience of liaising with clients and landowners
- Experience of licensing desirable

### ***Area B - KNOWLEDGE***

- A good degree and preferably post graduate qualification(s) in ecology or a related science
- Good knowledge of habitats and species typical of the East Midlands region
- Good knowledge and understanding of relevant conservation legislation and practice
- An understanding of health and safety
- IT applications including word processing, spreadsheets, GIS

***Area C - SKILLS***

- Good species identification skills
- Excellent inter-personal and communication skills
- Good report writing skills (routine/standard reports)
- Efficient 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 management
- Ability to follow instructions, and work to deadlines and standards set by more senior staff
- Survey licence for (or working towards) one or more protected species.

***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
- Flexible and positive outlook with a solution led focus.
- Commitment to nature conservation and equal opportunities.