

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Ecologist
Responsible to:	Senior Ecologist
Responsible for:	No direct line management
Location:	The Old Ragged School

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 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 GIS mapping, including UKHab and Biodiversity Net Gain (BNG) plans
- Carry out ecology surveys (individually, as an assistant and leading others)
- Manage projects, with senior management oversight where needed
- Produce high quality 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 licence applications and manage licences throughout the process, with input from the Named Ecologist
- Ensure that all financial management procedures, including purchase orders, prompt invoicing and assessment of WIP are undertaken for projects for which they have responsibility

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 standard projects
- Delivering project work within the allocated time
- Supporting income generation through the production of quotes and client relationship management
- 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 HS&E policies and systems are followed and that they undertake the compulsory training required to deliver their roles
- Ensure that they are compliant with all of EMEC's policies and procedures, including HR policies
- Maintain records to support the compliance with EMEC's Business Management System (ISO 9001, 14001 & 45001) 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 and any other duties appropriate to the post as required.

Given the nature of EMEC's activities this role requires physical field work and **unsocial hours will be required in the evenings and occasionally the weekends**. EMEC operates a system of flexible working hours, TOIL and paid overtime.

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 Senior Management Team.

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

ESSENTIAL REQUIREMENTS

- Ecological survey and assessment and identification, including protected species surveys
- Surveying using UKHab and undertaking habitat condition assessments for Biodiversity Net Gain (BNG)
- Conducting BNG assessments and producing Habitat Management and Monitoring Plans (HMMPs)
- Project management and leading the delivery of projects
- Nature conservation advisory work and habitat evaluation
- Sourcing and interpreting ecological data
- Routine mitigation design experience
- Liaison and relationship management with clients and landowners
- Good knowledge of habitats and species typical of the East Midlands region

- Good knowledge and understanding of relevant conservation legislation and practice
- IT applications including Microsoft 360, GIS, remote survey applications
- Excellent inter-personal and communication skills
- Excellent report writing skills
- Efficient administration and organisation skills, including ability to schedule effectively, prioritise workloads and meet tight deadlines
- An undergraduate degree in ecology or a related science

DESIRABLE REQUIREMENTS

- Licensing, such as preparing mitigation licence application documents and figures
- Associate/ Full CIEEM membership or eligible to apply
- Survey licence for one or more protected species and/or mitigation experience (particularly desirable – bats and/or white-clawed crayfish)
- Ability to lead protected species surveys, in particular otter and water vole
- Botanical survey skills, FISC Level 3 or above, or NVC
- MoRPh accreditation or willingness to train
- Tree climbing accreditation CS38 or willingness to train
- Health, safety and environment certificates and training
- Invertebrate survey experience
- A post graduate qualification(s) in ecology or a related science

PERSONAL QUALITIES

- High level of enthusiasm, self-motivation and self-discipline
- Ability to work with autonomy, work individually or as part of a team
- Flexible and positive outlook with a solution led focus
- Commitment to nature conservation and EMEC's Profit with Purpose mission
- Commitment to an inclusive work environment, diversity and equal opportunities