

MIDDLEMARCH ENVIRONMENTAL

MIDDLEMARCH ENVIRONMENTAL LTD

JOB DESCRIPTION

A. The Company

Middlemarch Environmental Ltd is an integrated environmental consultancy and landscaping practice working throughout the UK from our offices close to the centre of England at Millison's Wood, near Allesley, Coventry. Our strapline - *creative ecological solutions* - summarises our focus on biodiversity and on delivering client needs. We aim to be the UK's leading biodiversity consultancy, and are well on our way there with continuing growth over the last five years and turnover of about £3 Million.

The company was first set up in 1989 and is a wholly-owned subsidiary of Warwickshire Wildlife Trust, which is itself part of The Wildlife Trusts, the largest voluntary organisation in the UK concerned with all aspects of nature conservation and the environment. Profits from the company pass by Gift Aid to the Trust, ensuring that the commercial success of the company benefits conservation work on the ground.

The company has successfully built up its trading areas in a number of work-streams:

- **Development-led Ecological Survey & Assessment**, including protected species work and other areas where legislative protection is usually the driver for the work.
- **Biodiversity-led Ecological Survey & Assessment**, focussed on developing or delivering Biodiversity Action Plans (BAPs) for companies, often large plcs with their own BAPs.
- **Biodiversity Action Plans**, for clients at a corporate level, supporting The Wildlife Trusts' Biodiversity Benchmark and Government and international policy on biodiversity.
- **Wetland Restoration**, linking ecology with hydrology to "design and build" major wetland features, and involving everything from survey through to engineering drawings, plant hire and supervision.
- **Major Projects**, bringing together ecological survey and assessment, landscape design, computer-based drawings and where appropriate site works and landscaping.
- **Research**, developing from our links with local Universities and the many Ph.D. students that we support, to deliver contracts for Agencies as well as direct grants.
- **Landscaping**, to provide habitat creation, restoration and management works, often flowing from survey work and landscape design previously undertaken.

Where appropriate, these work-streams are integrated to offer clients a one-stop facility, from project concept through survey and design to realisation on the ground.

Currently we have over 25 professional staff, with additional contract staff and administrative support. As might be expected in a young company, there is considerable potential for personal development within the organisation, and continuing growth is planned over the next five years.

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INVESTOR IN PEOPLE



B. The Job

ARBORICULTURAL OFFICER

The Arboricultural Officer is responsible to a designated Senior Ecologist for delivering a range of Arboricultural tasks for consultancy projects and contracts. The role of the Arboricultural Officer includes: (i) planning and delivery of arboricultural services, mainly in the form of report compilation and undertaking/ assisting with fieldwork; (ii) project support; and (iii) assistance with other work of company. The Arboricultural Officer is not responsible for any other posts.

C. Specific Responsibilities

PROJECT IMPLEMENTATION

- Undertake desk-based research as required.
- Assist with / undertake arboricultural surveys to BS5837 (2005) specifications and other field work as required.
- Assist with compilation of implications assessments and method statements.
- Produce reports to the highest standards of presentation.
- Ensure all records, files and administration are kept up to date and in a tidy condition.
- Ensure all relevant information is passed to the appropriate project managers and the administrative support team.

PROJECT PLANNING

- Assist in organising the implementation of projects by staff and specialist sub-contractors.
- Balance the requirements of clients and consultees with respect to trees on / surrounding potential development sites, whilst maintaining a professional approach.
- Ensure risk assessments and other aspects of Health & Safety are complied with at all times.

PROJECT SUPPORT

- Ensure all records, files and administrative processes are kept up to date and filed away correctly.
- Ensure all relevant information is communicated to the appropriate project managers and the administrative support team.

OTHER DUTIES

- Develop personal skills and expertise in arboriculture.
- Assist in developing and maintaining our library of information on arboricultural and ecological data/ techniques.
- Assist with such other aspects of contract work as may be required.

PRIORITIES

- Identify priorities for action within the above headings in collaboration with the relevant managing staff and Managing Director.
- Positively delegate specific tasks to other staff, trainees and volunteers, as appropriate.

D. Allocation of Time

Company Strategy	0%
Company Management	0%
Company Marketing	0%
Company Administration	0%
Project Management	10%
Project Implementation	70%
Project Administration	20%

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PERSON SPECIFICATION – ARBORICULTURAL OFFICER

The following items are essential unless marked (*o) for optional

KNOWLEDGE

- Understanding of BS 5837 (2005) (*o).
- Awareness of trees and the planning process.
- Landscape design (*o).
- Environmental and biodiversity issues.
- Ecological/arboreal survey techniques (*o).
- Report writing and office systems.

SKILLS

- Arboreal survey skills (ideally to BS 5837 (2005)) (*o).
- Habitat survey skills and / or experience with surveying for bats (*o).
- Organisational skills (e.g. electronic/hardcopy file management).
- Communication skills (both written and spoken).
- Full UK driving licence.

ABILITIES

- To identify and manage priorities.
- To work on own initiative and as part of a team.
- To delegate to staff and volunteers.
- To communicate effectively.
- To word process, use spreadsheets and databases.
- To work competently under pressure.

EXPERIENCE

- Professional or voluntary work in the environment especially arboriculture and consultancy would be an advantage (*o).
- Undertaking or assisting with tree condition surveys or surveys to BS5837 (2005) would be beneficial (*o).
- Producing reports, letters and proposals.
- Experience of GIS / CAD systems would be an advantage (*o).

EDUCATIONAL ACHIEVEMENTS

- Educated to degree level (or equivalent) in a relevant discipline ideally with 12 months experience, or over 2 years relevant practical experience / training.

CONTRA-INDICATORS

- Unwillingness to work early mornings, evenings or weekends

MIDDLEMARCH ENVIRONMENTAL IS STRIVING TOWARDS EQUALITY OF OPPORTUNITY IN ALL ASPECTS OF ITS WORK

LP/AT 05.02.10