

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

GIS OFFICER

The GIS Officer is responsible to the GIS Manager for delivering a range of GIS tasks for consultancy projects and contracts. The role of the GIS Officer includes: (i) delivery of GIS services, mainly (although not exclusively) in the form of thematic map production and spatial database maintenance; (ii) project support; and (iii) assistance with other work of company. The GIS Officer is not responsible for any other posts.

C. Specific Responsibilities

GIS DELIVERY

- Prepare GIS cartography for ecological consultancy projects.
- Maintain and develop internal GIS data organization (geodatabase maintenance, CAD handling etc.).
- Optimise cartographic presentation through development of drawing templates and style libraries.
- Maintain equipment (e.g. GPS) and related booking systems
- Assist with planning the GIS team's time management.

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 one or more specialist areas of GIS.
- Keep colleagues in other teams up-to-date on any equipment/service developments.
- Assist in developing and maintaining our library of information on habitat management and creation and other 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 – GIS OFFICER

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

KNOWLEDGE

- A good understanding of GIS and its applications
- Report writing and other office work related tasks
- CAD (computer assisted design) (*o)
- Understanding of geospatial data licensing and copyright (*o)
- Ecological methods (*o)
- Habitat creation and management techniques (*o)
- Landscape design (*o)

SKILLS

- Cartography /graphic design skills
- GIS software, comfortable with routine editing and data management tasks
- Organisational skills (e.g. electronic/hardcopy file management)
- Communication skills (both written and spoken)

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 show flexibility and tolerance in stressful situations

EXPERIENCE

- Good working-knowledge of ESRI ArcGIS (ArcView license package) 9.x
- Use of MapInfo (*o)
- Preparation of maps, plans and graphics
- Interest in open source GIS (e.g. GRASS GIS, PostGIS) (o*)
- Knowledge of web-based UK GIS data sources and retailers (o*)
- Use of basic image editing software e.g. IrfanView/CorelDraw
- Producing reports, letters and proposals
- Maintaining filing systems

EDUCATIONAL ACHIEVEMENTS

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

CONTRA-INDICATORS

- Unwillingness to work evenings or weekends

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

SS/AT 05.02.10