

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.

general/job details/JobP1 10.DOC 20.2.10

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INVESTOR IN PEOPLE



B. The Job

PRINCIPAL ECOLOGIST

The Principal Ecologist is responsible to the Managing Director for the development and management of consultancy projects and contracts carried out by the company within a specified Work Stream area. The work includes: (i) client development and project management; (ii) overseeing project implementation; and (iii) overseeing project-related research. There are several Principal Ecologist posts, each line-managing one or more Ecological Consultants and/or Project Officers.

C. Specific Responsibilities

CLIENT DEVELOPMENT & MANAGEMENT

- Develop and maintain positive client relationships within a designated area.
- Develop and maintain a planned programme of consultancy work.
- Produce proposals, costings and schedules of works for projects as required.
- Ensure the ecological quality of all project work is maintained and where possible improved.
- Ensure that a positive team working environment is maintained
- Ensure Health & Safety issues are met by all projects, at all times.
- Provide monthly summaries work done and plans of work to be done.

PROJECT IMPLEMENTATION

- Co-ordinate the implementation of contracts, using staff and/or sub-contractors as appropriate.
- Maintain records of all work carried out, including personnel, financial and contract records.
- Ensure all proposals and submissions are duly authorised and approved.
- Ensure all outgoing reports are Quality Assured.
- Ensure all invoices and orders are passed promptly to the Administrative team for action.
- Adhere to the company's Quality System, with special reference to Health & Safety.

ECOLOGICAL RESEARCH AND DEVELOPMENT

- Contribute to the ecological research activities of the company.
- Ensure that all consultancy work makes use of current research knowledge.
- Support other team members with their personal and company research projects.

OTHER DUTIES

- Assist with such other aspects of consultancy work as may be required.
- Work as part of a team with colleagues, attending monthly Managers Meetings.

PRIORITIES

- Decide on priorities for action within the above headings in collaboration with the Managing Director.
- Positively delegate specific tasks to other staff and placement students, as appropriate.

D. Allocation of Time

Company Strategy	0%	Project Management	50%
Company Management	5%	Project Implementation	20%
Company Marketing	10%	Project Administration	10%
Company Administration	5%	Total	100%

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PERSON SPECIFICATION – PRINCIPAL ECOLOGIST

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

KNOWLEDGE

- Commercial consultancy operation and management
- Environmental and biodiversity issues
- Ecological survey (with at least one specialist area)
- Habitat creation and management techniques
- Report writing and office systems

SKILLS

- Client development and inter-personal skills
- Habitat survey skills and knowledge of the NVC system
- Species identification skills including one or more protected species
- Organisational skills for both paper files and computer files
- Communication skills (both written and spoken)

ABILITIES

- To decide and manage priorities
- To work on own initiative and with others
- To manage people and projects
- To communicate effectively
- To word process, use spreadsheets and databases
- To drive

EXPERIENCE

- Professional work in the environment especially biodiversity and consultancy
- Producing reports, letters and proposals
- Managing people and projects

EDUCATIONAL ACHIEVEMENTS

- Educated to degree level in a relevant discipline with five years' experience and professional qualifications - ideally MIEEM (*o)

CONTRA-INDICATORS

- Unwillingness to work evenings or weekends
- Unwillingness to work alone
- Unwillingness to work in the field in all weathers

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

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