

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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B. The Job

PROJECT OFFICER

The Project Officer is responsible to a Principal Consultant or a Director for implementing and administering ecological aspects of projects and contracts. The work includes: (i) assisting with the planning of consultancy projects; (ii) implementing projects; and (iii) assisting with other related work of company. The Project Officer is not responsible for any other posts. It is anticipated that Project Officers will usually be promoted to the role of Ecological Consultants after 12 months in post.

C. Specific Responsibilities

PROJECT PLANNING

- Assist with the production of work schedules for consultancy work.
- Assist in organising the implementation of projects by staff and specialist sub-contractors.
- Balance the requirements of clients and statutory consultees with respect to site ecology, whilst maintaining a professional approach (following IEEM Code of Practice).
- Ensure risk assessments and other aspects of Health & Safety are complied with at all times.

PROJECT IMPLEMENTATION

- Assist with desk-based research and field work as required.
- 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.

OTHER DUTIES

- Develop field skills in ecological surveying and recording.
- Assist in developing and maintaining our library of information on habitat management and creation techniques as well as selected species requirements.
- Assist with such other aspects of contract work as may be required.

PRIORITIES

- Decide on 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	10%
Company Administration	0%
Project Management	10%
Project Implementation	40%
Project Administration	40%



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PERSON SPECIFICATION – PROJECT OFFICER

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

KNOWLEDGE

- Environmental and biodiversity issues
- Ecological survey
- Habitat creation and management techniques
- Report writing and office systems

SKILLS

- Habitat survey skills
- Species identification skills, ideally 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 projects
- To communicate effectively
- To word process, use spreadsheets and databases
- To drive

EXPERIENCE

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

EDUCATIONAL ACHIEVEMENTS

- Educated to degree level in a relevant discipline
- Ideally a professional qualification such as AIEEM (*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