

<b>Job Description</b>	
<b>Job Title:</b>	Ecological Consultant
<b>Responsible To:</b>	SMT / Principal Ecologist
<b>Job Purpose:</b>	<p>Responsible for implementing ecological aspects of projects and contracts. The job role includes client relationship management and assisting with the planning, implementation and delivering of consultancy projects including field work and other associated tasks.</p> <p>The Ecological Consultant may be responsible for the work of other Ecological Consultants, Ecological Project Officers and Trainees on some projects.</p>
<b>Key Responsibilities:</b>	<p><b>Client Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Ensure positive client relationships through all communications and interactions to support client satisfaction with our work and the generation of new project opportunities.</li> </ul> <p><b>Project Planning:</b></p> <ul style="list-style-type: none"> <li>• Assist with the production of work schedules for consultancy work.</li> <li>• Assist in organising the implementation of projects by staff and specialist sub-contractors.</li> <li>• Support the timely production and issue of fee submissions. Communicate closely with your Line Manager providing clear and accurate information to enable the preparation of high quality and profitable quotations for further works that closely meet the needs of the client and project.</li> <li>• Ensure all proposals and submissions are duly authorised, approved and issued by a senior person wherever possible.</li> <li>• Balance the requirements of clients and statutory consultees with respect to site ecology, whilst maintaining a professional approach (following CIEEM Code of Practice).</li> <li>• Ensure risk assessments and other aspects of Health &amp; Safety are complied with at all times.</li> </ul> <p><b>Project Implementation and Delivery:</b></p> <ul style="list-style-type: none"> <li>• Carry out desk-based ecological research.</li> <li>• Ensure full preparation for field work including that the location, access and survey requirements are known, that all plans and paperwork are available and that appropriate equipment and personal protective equipment are taken.</li> <li>• Assist with the arrangement of access to sites for survey visits.</li> <li>• Carry out field work to the highest standards, including ecological surveys, monitoring and acting as clerk of works.</li> <li>• Produce reports to the highest standards of content and presentation ensuring they are Quality Assured by a designated person.</li> <li>• Ensure all timing and project targets are met, including final delivery of ecological reports. Raise issues with your line manager at an early stage.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure accurate information is recorded and communicated, including timesheets when required, to ensure full, accurate and timely invoicing.</li> <li>• Ensure all records, files and administration are kept up to date and in a tidy condition.</li> <li>• Ensure all relevant information is passed to the appropriate project managers, GIS team, report writing team and/or the administrative support team asap after field/project work.</li> <li>• Help ensure that a positive team working environment is maintained.</li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for your personal development, developing and committing to a personal development plan, setting and achieving clear objectives each year, which are discussed and agreed with your line manager.</li> <li>• Continue professional development in one or more specialist areas including the attainment of relevant personal survey licences and membership of CIEEM.</li> <li>• Be proactive in ensuring regular reviews with your line manager and agreeing support where required.</li> </ul> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>• Assist in developing and maintaining our library of information on habitat management and creation techniques as well as selected species requirements.</li> <li>• Assist with such other aspects of contract as may be required.</li> </ul>
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<b>Person Specification</b>
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	<b>Essential</b>	<b>Desirable</b>
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to second degree level, in a relevant discipline.</li> <li>• Professional qualification such as AIEEM.</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Ecological consultancy work.</li> <li>• Ecological survey including:               <ul style="list-style-type: none"> <li>○ Habitat survey skills.</li> <li>○ Species identification skills, ideally including one or more protected species.</li> </ul> </li> <li>• Habitats and species -assessment of survey findings, interpretation and appropriate mitigation.</li> <li>• Report writing and office systems</li> <li>• Word processing, spreadsheets and databases.</li> </ul>	<ul style="list-style-type: none"> <li>• EPS Mitigation Licence preparation.</li> <li>• Habitat creation and management techniques.</li> <li>• Habitat survey skills and NVC system.</li> <li>• Species identification skills including EPS licence holder for at least one protected species</li> <li>• EPS Mitigation licence application process for at least one protected species.</li> <li>• Environmental and biodiversity issues.</li> <li>• Client relationship management.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Two years' relevant experience</li> </ul>	

	<ul style="list-style-type: none"> <li>• Professional work in the environment especially biodiversity and consultancy</li> <li>• Producing reports, letters and proposals.</li> <li>• Managing projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of consultancy reports, licence applications and proposals for small projects.</li> </ul>
<b>Behavioural Competency Framework:</b>	Consultant Job Family Level	
<b>Special Factors:</b>	<ul style="list-style-type: none"> <li>• Valid full UK driving licence essential</li> <li>• Flexibility and resilience required as the seasonal nature of the industry requires evening and weekend working, lone working and field work in all weathers.</li> </ul>	