

Assistant Ecologist	Doc Ref:	ASSECO
	Issued:	17/05/2017
EcoNorth Ltd	Version:	3
	Page:	1 of 2

LOCATION: 11, Enterprise Court, Cramlington

LINE MANAGER: Principal Ecologist - Technical

POST TITLE: Assistant Ecologist

SALARY: £18,000

JOB ROLE

To assist on small scale fee proposals, ecological surveys, GIS, organisation of surveys, ECoW function, report writing and project management to a high standard on a commercial basis for small-value ecological contracts (generally under £10,000); contributing to the operation of a profitable, sustainable business. To deal with clients and colleagues in a professional, competent and friendly manner and deliver work safely, adhering to EcoNorth's Health & Safety and Quality policy and procedures at all times.

JOB RESPONSIBILITIES

- To undertake data searches and map production utilising the in-house GIS system to support colleagues in the delivery of project work
- Prepare, organise, maintain and calibrate equipment as appropriate
- Assist with the development of marketing literature, website management and case studies as directed by line manager
- Undertake general business administration including filing, equipment inventories/maintenance schedules, and booking in and out of EcoNorth equipment
- Ability to project manage small scale projects with support from more senior colleagues to a high standard
- Provide support to colleagues working on large complex projects
- Support the drawing up and communication of accurate and well-designed fee proposals utilising EcoNorth's fee structure, to potential clients
- Participate in a range of ecological survey work, including Extended Phase 1 habitat, bat, ornithological, barn owl, reptile, otter, badger survey work, GCN assessment and surveys, and any other survey as required by line manager to a safe and accurate standard
- Provide Ecological Clerk of Works (EcoW) function as required
- Contribute to technically competent and excellent quality ecological reports for clients that are well presented, robust in content and address the clients brief with support from peers

Assistant Ecologist	Doc Ref:	ASSECO
	Issued:	17/05/2017
	Version:	3
	Page:	2 of 2
EcoNorth Ltd		

- Organise small scale surveys utilising colleagues and where necessary, registered sub-contractors to support colleagues in project delivery and ensuring they adhere to EcoNorth's Health & Safety Policy and deliver work in budget and on time
- Day to Day liaison with clients and sub-contractors to support the delivery of projects by phone, email, letter and meeting attendance
- To manage projects in effective and efficient manner using the current EcoNorth system and any future project management system, including scheduling of activities and communicating in a timely and organised fashion, budgetary control and thorough record keeping and filing
- To ensure that all EcoNorth activity is treated with commercial sensitivity and that the details of projects and clients are treated with the utmost confidentiality
- Manage personal time and project delivery in an organised and proactive manner to ensure the smooth delivery of projects and the running of EcoNorth
- Ensure that all activities are undertaken in accordance with EcoNorth's Quality and Health & Safety policy and procedures, and in particular that risk assessments are completed appropriately and fully

GENERAL RESPONSIBILITIES

- To work as a team member and share expertise, knowledge and learning with colleagues and internships
- An awareness and appreciation that as the trading company of Northumberland Wildlife Trust the majority of profits generated by EcoNorth activity are donated to the Trust to enable it achieve its charitable aims and objectives