

Ecologist Roles and Responsibilities	Doc Ref:	ERR
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LOCATION: 11 Enterprise Court, Cramlington

LINE MANAGER: Principal Ecologist

POST TITLE: Ecologist (f/t, 37.5 hrs per wk.)

SALARY: £21,000 - £26,000 per annum

JOB ROLE

To undertake fee proposals, ecological survey work, GIS, report writing, and project management to a high standard on a commercial basis for smaller 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 and Safety policy and procedures always.

Specifically, we are looking for a Licenced Bat Ecologist (minimum Class 1) with experience of undertaking Ecological Clerk of Works functions.

JOB RESPONSIBILITIES

- A specialism in at least one protected species with an accompanying license and/or habitat and/or invasive species, to take a lead on those projects that relate to that specialist area as directed by Line Manager
- Ability to project manage and deliver smaller value ecological contracts (generally under £10,000) to a high standard
- Ability to project manage and deliver any non-ecological projects to a high standard, such as GIS orientated activity as directed by Line Manager
- Draw up and communicate accurate and well-designed fee proposals utilising EcoNorth's fee structure, to potential clients for smaller scale contracts (generally below £10,000)
- Organise and undertake a range of ecological survey work, including Preliminary Ecological Appraisals (PEA), bat risk assessment and surveys, badger survey work, GCN assessment and surveys, and any other surveys as required by Line Manager and within knowledge of Ecologist to a safe and accurate standard
- Undertake Ecological Clerk of Works function with support and guidance from EcoNorth's Senior and Principal Ecologists
- Compile technically competent and excellent quality ecological reports for clients that are well presented, robust in content and address clients' brief

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- Provide accurate and well researched advice and guidance to clients as and when required, with support from Senior and Principal Ecologists within EcoNorth and the wider Ecologist community, and in accordance with the relevant legislation and statutory guidance
- To manage projects in an 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
- Ensure that all activities are undertaken in accordance with EcoNorth’s Health and Safety policy and procedures, and that risk assessments are completed fully and appropriately
- Manage personal time and project delivery in an organised and proactive manner to ensure the smooth delivery of projects and the running of EcoNorth

GENERAL RESPONSIBILITIES

- To work as a team member and share expertise, knowledge and learning with colleagues and interns
- 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 to achieve its charitable aims and objectives