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

**LOCATION:** 11 Enterprise Court, Crosland Park, Cramlington, Northumberland, NE23 1LZ

**LINE MANAGER**: Executive Director / Technical Director

**SALARY:** £22,772.58 - £26,897.79 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 ecological contracts, 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 the company’s health and safety policy and procedures at all times.

**JOB RESPONSIBILITIES:**

• Hold a specialism in at least one protected species, ideally with an accompanying license, and/or habitats and/or invasive species, to take a lead on projects that relate to that specialist area as directed by Line Manager.

• Project manage and deliver ecological contracts to a high standard.

• 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.

• Organise and undertake a range of ecological survey work, including habitat and protected species surveys, as required by Line Manager, to a safe and accurate standard.

• Provide Ecological Clerk of Works function, with support and guidance from the company’s senior team members.

• Compile technically competent and excellent quality ecological reports for clients that are well

presented, robust in content and address the clients’ briefs.

* Collate, store and manage ecological data.

• Provide accurate and well researched advice and guidance to clients as and when required, with support

 from senior team members within the company and the wider ecologist community, and in

 accordance with the relevant legislation and statutory guidance.

• Manage projects in an effective and efficient manner using existing systems 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.

* 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 the company’s health and safety policy and

procedures and, in particular, that risk assessments are completed appropriately and fully.

• Manage personal time and project delivery in an organised and proactive manner to ensure the smooth

 delivery of projects and running of EcoNorth.

**GENERAL RESPONSIBILITIES:**

• Work as a team member and share expertise, knowledge and learning with colleagues and internships.

• Have 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.

|  |  |
| --- | --- |
| **Minimum Requirements** | **Beneficial** |
| A minimum of 2 years professional experience | A relevant post graduate university qualification (PGDip, MSc etc) |
| A relevant degree (BSc/BA) | Membership of AEECOW |
| Membership of a relevant professional institute, or the ability to apply within 1 month of starting the role |  |
| Full driving license | Experience undertaking detailed habitat and GWDTE assessments |
| A robust understanding of nationally recognised best practice survey and evaluation guidelines for a full range of British species and habitats | Ornithological survey and reporting skills |
| Experience of providing Ecological Clerk of Works services for habitats and/or protected species | Experience / relevant qualifications to undertake practical land management work eg brushcutter ticket, chainsaw license, experience of willow spiling etc. |
| Ability to produce accurate and competitive fee proposals, in line with best practice guidelines, which meet the clients’ requirements | Hold survey licenses for at least one protected species  |
| Excellent written and verbal communication skills | GIS skills, including MapInfo / ArcGIS / QGIS |
| Experience of habitat surveys and protected species assessments | Experience of using Kaleidoscope Pro analysis software |
| Ability and willingness to travel throughout the UK and Ireland (as required) for work, and work unsociable hours at times, where required | Experience of undertaking Biodiversity Net Gain assessments, including use of the current metrics |
| Ability to manage projects, including financial management to ensure project profitability | Business development skills, including client liaison / winning new projects |
| Capable at working well as part of a small and growing team | Current CSCS card, First Aid qualification, Asbestos Awareness qualification and/or other relevant health and safety qualifications |

**EQUAL OPPORTUNITIES:**

EcoNorth is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, marriage and civil partnership, race, religion or belief, political beliefs, dietary choices, membership or non-membership of a trade union or any other characteristic unrelated to the performance of the job.