

JOB DESCRIPTION

JOB TITLE: Ecologist
POST HOLDER:
DATE: JUNE 2024

DEPT: Norfolk Wildlife Services

APPROVED AND ADOPTED: RS

OVERALL PURPOSE OF THE JOB

Undertake ecological consultancy contract work for a wide variety of clients, projects and subjects. Contribute to the smooth, efficient and effective operation, administration, promotion and development of Norfolk Wildlife Services.

REPORTING TO

Senior Ecologist

REPORTING TO JOB HOLDER

Subcontractors, volunteers

OTHER WORKING RELATIONSHIPS

Within the organisation

Other NWS staff, NWT staff , volunteers

Outside the organisation:

A wide range of NWS clients including individuals, landowners, developers, construction firms, professional agents, other commercial organisations, statutory organisations such as Natural England, Environment Agency, DEFRA, Local Authorities, planners, other ecology specialists, suppliers and contractors.

MAIN DUTIES

1. Undertake the professional delivery and completion of a wide range of ecological consultancy contracts on behalf of NWS clients including (but not exclusive to):
 - Protected species surveys and assessments (including bats, great crested newts, water voles, reptiles, Schedule 1 birds)
 - Site and Habitat surveys and assessment (including BNG)
 - Conservation management advice (species and habitats)
 - Ecological Clerk of Works on selected projects

This will include assisting with quotes, undertaking surveys and other fieldwork, often outside normal office hours, collecting and interpreting data, liaising with clients and writing up of reports in the appropriate and agreed format.

2. Work with the Ecological Consultants Team, Principal Ecologist and other NWS staff to ensure all work is undertaken to agreed standards and delivered on time.
3. Liaise with NWS clients ensuring high standards of customer care and provision of clear information and advice on the work being undertaken.

4. Write and provide clear and concise reports according to agreed standards along with well-presented data, maps, plan and other visual aids where appropriate.
5. Working with the business officer ensure all evidence of work undertaken, reports, datasets, time and expenditure, income and other important information related to consultancy contracts are properly recorded within agreed formats and systems.
6. Where required, work with and undertake the supervision of subcontractors and volunteers.
7. Contribute generally to the development of NWS, assisting with the implementation of the business plan, the promotion of NWS and making a positive contribution to the smooth operation and improvement of systems and working procedures.

OTHER DUTIES

1. Work in accordance with the NWS Health & Safety policy and contribute to the maintenance of a healthy and safe working environment.
2. Undertake other ad hoc duties and projects as agreed with the Senior Ecological Consultant and/or Principal Ecologist

PERSON SPECIFICATION:

A degree in Ecology or equivalent.

A sound knowledge of ecology, wildlife conservation along with experience of survey work and species identification.

Associate or ideally full membership of CIEEM.

Minimum of 2 years' experience within an ecological consultancy operation or similar commercial business environment, where experience can be demonstrated in one or more areas of :

- Protected species surveys and mitigation, e.g. bats, Great Crested Newts
- BNG assessment
- Ecological impact assessment

Holder of survey licence (or close to achieving standard) in at least one protected species

Excellent written communication skills including the ability to produce clear and concise reports and provide effective communication of information and advice to clients and other organisations.

Excellent oral communication and interpersonal skills to be able to liaise with clients, provided high standards of customer care and communicate effectively with other individuals within NWS/NWT and other organisations.

Good administrative and organisational skills along with the ability to manage a complex workload and keep good records of work undertaken.

Proven skills and experience in the use of computer applications including MS Word, Excel, Outlook, and GIS software (NWS uses QGIS).

Full driving license.

LIMITS OF AUTHORITY

Manage own projects

Approval of quotes to clients up to agreed limits

Engage approved sub-contractors

Commit expenditure within agreed limits

Sign own correspondence

HEALTH & SAFETY

Attached with contract