



JOB DESCRIPTION SENIOR ECOLOGIST

JOB TITLE: Senior Ecologist **DEPT:** Norfolk Wildlife Services

POST HOLDER: vacant

DATE: June 2024

Approved and agreed: RS

OVERALL PURPOSE OF THE JOB

With the support of the ecology team and other colleagues, undertake the professional delivery of a wide range of ecological consultancy contracts on behalf of NWS clients.

REPORTING TO

Principal Ecologist

REPORTING TO JOB HOLDER

Ecologist x 2

Assistant Ecologist

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. Working with the Principal Ecologist and supported by the ecology team and Business Officer, undertake the professional delivery and completion of a wide range of ecological consultancy projects on behalf of NWS clients including, but not exclusive to:
 - Protected species surveys
 - Site and habitat surveys and assessments (including BNG)
 - Mitigation strategies for a wide range of habitats and species.
 - Conservation management advice (species and habitats)
 - Ecological Clerk of Works on selected projects
2. Undertake licensed survey, monitoring and mitigation works for protected species including (but not exclusive to) bats, great crested newts, reptiles, birds, plants and other protected species in general. The work to be carried

out according to recognised and agreed professional methodologies and protocols (to CIEEM and BS42020 standards) and meeting the requirements of planning authorities and current wildlife legislation whilst providing the client with clear information and guidance.

3. Provide general wildlife conservation land management advice to clients, including habitat and species surveys, preparation of land/habitat management plans, advice on achieving conservation objectives through statutory land management schemes (currently Countryside Stewardship).
4. Undertake Ecological Impact Assessments, Habitat Regulation Assessments and Preliminary Ecological Assessments as required, producing reports to the professional standards required by the planning authorities and current legislation and meeting client expectations.
5. Whilst directly undertaking the delivery of a manageable portfolio of ecological projects and contracts work with the Principal Ecologist to allocate delivery, in whole or in part, to other members of the ecology team and to other (sub)contractors as required, ensuring that workflows, budgets, timescales and deadlines are being effectively monitored and adhered to.
6. Undertake the management and supervision of line management reports including:
 - agreeing and monitoring work programmes;
 - undertaking periodic performance reviews and regular 1:1s, mentoring and encouraging personal and professional development and learning;
 - monitoring and where necessary, responding to issues related to staff health, safety and welfare;
7. As part of an overall team objective, proactively assist with the development of existing and potential client relationships and securing of new contracts, mindful of team capacity and workloads.
8. Work with the Business Officer in the production of tenders, proposals and quotes to clients, liaising with clients to determine their requirements and expectations and to establish a positive working relationship.
9. Working with the Principal Ecologist and with the consultancy team in general, assist in the overall management of the consultancy operation, helping with others to ensure smooth day to day running, good and cooperative teamwork, good management of systems and records, compliance with standards, procedures and all relevant legal requirements and regulations.
10. Deputise for the Principal Ecologist during times of their absence, assuming appropriate management authority and responsibility and undertaking day to day decision making within agreed parameters.

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 Principal Ecologist.
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PERSON SPECIFICATION: (E=essential, D=desirable)

1. A degree (or equivalent) in Ecology (or equivalent). (E)
2. A post graduate and/or professional qualification in an ecology related subject. (D)
3. Full membership of CIEEM (E)
4. At least 3 years working as an ecologist/senior ecologist, preferably within a commercial consultancy environment. (E)
5. Experience of undertaking species and habitat surveys and developing management and action plans. (E)
6. Experience of providing conservation land management advice to landowners and other clients (D)
7. Knowledge of the Countryside Stewardship Scheme (D)
8. Holder of survey licence in at least one protected species (E)
9. Named ecologist on mitigation licencing for European protected species for either bats (preferable) or great crested newts (E)
10. Experienced working on other protected species licence applications such as water vole, badger and natterjack toad (D)
11. Experience of recording, managing and correctly interpreting ecological and environmental data, including using appropriate detection, trapping, handling and identification equipment and data recording and retrieval devices. (E)
12. Good skills in the use of information technology (computers, tablets and other 'smart' devices) and software applications especially Microsoft Word, Excel, and Outlook (E)
13. Experience of using GIS mapping software (NWS currently uses QGIS). (E)
14. Experience of using the statutory metric and completing BNG assessments (D)
15. Proven ability to communicate effectively with clients and staff in other organisations, offering high standards of customer care and professional service. (E)
16. Experience of line managing other specialist staff, including their performance, support, development, attendance, health, safety and welfare. (E)
17. Excellent report writing skills (E)

18. Excellent administrative and personal organisation skills and the ability to effectively manage time and resources to deliver high standards of work within agreed timescales and deadlines. (E)
19. Willingness to work flexible hours to accommodate requirements of early morning/late evening survey work. (E)
20. Driving licence or ability to travel to rural locations not served by public transport. (E)

LIMITS OF AUTHORITY

Sign own correspondence
Line management of staff
Engage approved sub-contractors
Commit expenditure within agreed limits

HEALTH & SAFETY

Attached with contract