**NAME:**

**JOB TITLE:** Senior Ecologist

**REPORTING TO:** Consultancy Manager

**Continuous employment since:**

**This post since: Grade:**  Specialist Officer

1. **Job Purpose**

To provide capacity in delivering ecological contracts to a high standard within budget and on time. Supporting the team through technical expertise and quality assurance of reports.

1. **Dimensions**
* This post is a permanent full-time/part-time (min of 22.5 hours per week) role based at DWT offices at Aldens Court, Alphington, Exeter.
* Antisocial hours including early mornings, evenings and weekends may be required as part of the role. Time off in lieu is taken under DWC’s authorised overtime system.
* Member of the Devon Wildlife Consultants team, which is part of Devon Wildlife Enterprises, a trading subsidiary of Devon Wildlife Trust and will be line managed by the Consultancy Manager.
* The post holder has no line management responsibility.
* The post holder has no budgetary responsibility.
1. **Background**

DWC is an ecological consultancy owned and operated by the Devon Wildlife Trust through its commercial arm, Devon Wildlife Enterprises Ltd (DWE). All of DWE’s profits are gift aided to Devon Wildlife Trust to further its conservation work.

DWC undertakes a range of work relating to all aspects of ecological consultancy, including UKHab baseline surveys, Biodiversity Net Gain (BNG) assessments and species surveys and monitoring for a range of commercial and conservation projects.

This role will provide capacity in delivering ecological contracts to a high standard within budget and on time, and in particular support the senior team through technical expertise and quality assurance of reports. A background in a specialism such as botanical survey and/or bat surveys is desirable. It is expected that additional training and development to develop specialism/s will be undertaken by the post holder, for example in Biodiversity Net Gain, botanical survey and/or bat licence.

1. **Principal Accountabilities**

The most important tasks that the postholder will be expected to undertake in their day to day work will be, but not be restricted to: -

Project Delivery

* Plan, manage and deliver a range of ecological projects simultaneously on budget and on time;
* Produce, oversee and Quality Assure tenders, technical reports and maps;
* Help to provide guidance and technical advice to junior members of the team;
* Advise landowners and clients and produce habitat creation, management and monitoring plans including costing models;

Business Support

* Build relationships with key clients, developing and securing further business opportunities for DWC;
* Promote the business and services to new clients, including delivery of business development events;
* Deliver workshops and training for a range of clients including Local Planning Authorities.

In the course of delivering this work the postholder will need to have regard to:

* CIEEM code of conduct and current best practice guidelines;
* The financial constraints of the project budget;
* Professionally and effectively representing DWC to clients and stakeholders;
* DWT’s Health & Safety and Environmental Management Systems and General Data Protection Regulations.
1. **Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills & attributes** | Excellent communication skills including writing and checking reports | Confident user of Microsoft Office and QGIS mapping  |
|  | Ability to work on own initiative and manage own workload within budget and deadlines |   |
|  | Flexible and able to work as a member of a team |  |
|  | Strong interpersonal skills | Experience of mentoring and training others |
| **Knowledge & qualifications** | Higher education qualification in relevant subject (e.g. ecology, environmental science) | Holds at least one Natural England Protected Species survey licence |
|  | Membership of relevant professional body e.g. CIEEM |  |
|  | Current driving licence and access to own car | Knowledge of BNG and other offsetting/credit schemes e.g. carbon |
|  | Good knowledge of baseline habitat and protected species survey  | Good botanical identification and survey knowledge including UKHab and NVC |
|  | Thorough understanding of UK planning system including biodiversity  | Knowledge of Local Planning Authorities in south-west England |
| **Experience** | Minimum of four years of experience within an ecological consultancy and/or planning sector | Experience of Ecological Impact Assessments and Habitats Regulations Assessments |
|  | Proven experience of quality assuring technical reports and fee proposals | Experience in habitat mitigation, green infrastructure, land management and/or offsetting schemes |
|  | Ability to generate new or repeat business | Experience of managing budgets and projects |

1. **Reporting Structure**
2. **Working Relationships**

Internally the postholder will:

* Work closely with colleagues and volunteers within the consultancy
* Be able to build relationships with all DWT staff

Externally the post holder will:

* Work with existing and new clients
* Uphold DWC’s reputation and maintain a good working relationship with all clients.
1. **Key Challenges**
* Increase capacity of the team.
* Ensure that DWC maintain an excellent standard of work and can develop new work streams to grow its profitability.
1. **Probationary Measures of Good Performance**
* Secure at least one new commercial client with potential for repeat business.
* Undertake Quality Assurance of at least three reports carried out by the team.
* Provide at least one internal training session to the DWC team.