**NAME:**

**JOB TITLE:** Consultant Ecologist

**REPORTING TO:** Consultancy Manager

**Continuous employment since:**

**This post since: Grade:**  Officer

1. **Job Purpose**

To fulfil commercial ecological contracts to a high standard within budget and on time.

1. **Dimensions**
* This post is a permanent, full-time role based at Aldens Court, Exeter.
* Antisocial hours including early mornings, evenings and weekends are an essential 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.
* Oversee the work of Assistant Ecologists, volunteers and sub-contractors.
* 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.

The consultant ecologist will manage and deliver ecological projects and advise our clients. Due to the smaller size of the consultancy, the person employed will need to be proficient and keen to undertake a range of work relating to all aspects of ecological consultancy. This includes protected species surveys including bat, badger, reptile and dormouse. Good botanical identification skills are essential and a background in habitat creation/land management is desirable.

1. **Principal Accountabilities**

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

Surveys and Site Work

* Carry out Preliminary Ecological Appraisals. Plan, undertake and manage a variety of protected species surveys according to best practice, including bat activity/ emergence/dawn re-entry surveys and surveys requiring personal survey licences;
* Provide advice to landowners and clients on habitat creation, restoration and land management projects including for biodiversity and carbon offsetting schemes;
* Specialist surveys and botanical monitoring such as National Vegetation Classification (NVC), including for large-scale conservation projects;
* Undertake a range of practical tasks associated with mitigation works.

Office

* Manage and deliver a range of projects simultaneously on budget and on time;
* Advise and clearly communicate to clients the key ecological constraints to a development project;
* Produce tender documents, reports and maps for a range of projects, including Ecological Impact Assessment and Biodiversity Net Gain assessments;
* Lead on developing QGIS mapping and functions;
* Check and approve the production of tenders and reports by other team members;
* Design appropriate mitigation measures and deliver Natural England mitigation licences as a named ecologist or Accredited Agent;
* Production of land management plans, advice and delivery, including for biodiversity and carbon offsetting schemes;
* Produce LEMPs/CEMPs and any other planning conditions relating to BS42020.

Business Support

* Client liaison including follow-up contracts and securing new work;
* Promote the business to new and existing clients;
* Deliver training courses for a range of clients and contractors;
* Support and train volunteers and student placements.

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;
* Customer care and service standards;
* DWT’s Health & Safety and Environmental Management Systems.
1. **Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills & attributes** | Excellent communication skills and experience in writing and checking reports and fee proposals | Ability to generate new or repeat business |
|  | Proficient with bat sound analysis programmes such as Kaleidoscope including interpretation of results for impact assessment |  |
|  | Skilled in QGIS mapping and functions |  |
|  | Ability to work on own initiative and manage own workload to set deadlines and within budget |  |
|  | Flexible and able to work as a member of a team | Experience of mentoring other staff and volunteers |
|  | Able to work in all weather conditions and regularly undertake work outside of normal working hours |  |
| **Knowledge & qualifications** | Higher education qualification in relevant subject (e.g. ecology, environmental science) | Secondary degree in a relevant subject |
|  | At least one Natural England Protected Species survey licence | Named ecologist on a mitigation licence for at least one species. |
|  | Membership of CIEEM | Full CIEEM member |
|  | Current driving licence and access to own car | ROLO/CSCS card |
|  | Knowledge and experience of habitat creation and management principles | Design and delivery of a large habitat creation project or advisory work |
|  | Good botanical identification skills and survey techniques including NVC |  |
|  | Good experience of protected species survey  |  |
|  | Thorough understanding of UK and European wildlife legislation | Knowledge of habitats and species in south-west England |
| **Experience** | Minimum of two full years’ experience within an ecological consultancy, including managing and delivering a range of commercial ecological surveys and clients | Experience of Ecological Impact Assessments and/or Habitats Regulations Assessments |
|  | Experience of designing and implementing ecological mitigation schemes | Experience in habitat mitigation, green infrastructure, land management and/or offsetting schemes |
|  | Awareness of business development and health and safety risk management | Ability to generate new or repeat business, including assisting in business development events |
|  | Experience in undertaking ecological clerk of work roles | Experience in undertaking BREEAM  |

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
* Consult with landowners and consultees
* Be expected to uphold DWC’s reputation and maintain a good working relationship with all clients.
1. **Key Challenges**
* Increase capacity of the team to undertake a wide variety of field surveys.
* Ensure that DWC maintain an excellent standard of work and can develop into new work streams.
1. **Probationary Measures of Good Performance**
* Compile at least 5 quotes with minimal corrections on content, including at least 2 multi-species quotes.
* Compile at least 3 Preliminary Ecological Appraisal/Ecological Appraisal reports covering multi-species/habitats with minimal content corrections.
* Manage at least 2 projects from beginning to end including quoting, surveying, advising the client and providing a formal report.
* Regularly advise clients over the phone or meetings on appropriate surveys/recommendations/timings.
* Compile 5 maps using QGIS with minimal corrections.
* Apply for full membership of CIEEM.