



**Ecology, Sustainability
and Landscape
Architecture solutions
since 1992**

1. IDENTIFICATION OF JOB

JOB TITLE:	Ecologist or Senior Ecologist
FUNCTION:	To manage and deliver ecology and environmental services with project management and technical skills
RESPONSIBLE TO:	Senior/ Principal Ecologist
RESPONSIBLE FOR:	Ecological services, subcontractors & temporary staff

2. OVERALL PURPOSE OF JOB

- To deliver high quality ecology and environmental services projects
- To be an excellent communicator in both written and spoken forms
- For the senior ecologist role, to be capable of project managing complex multidisciplinary projects, working within project teams and communicating to clients
- To be capable of setting up invoice schedules and managing client invoices
- To actively promote and sustain a performance culture to achieve financial targets and foster continuous improvement within the department
- To contribute to and assist with the development and marketing of the ecology services provided by CEC to ensure that profits are maximised, while working within the aims of CEC and Cornwall Wildlife Trust.

3. MAIN RESPONSIBILITIES & ACTIVITIES

Professional Work

- To manage projects and undertake the full professional role of an Ecologist including field surveys and writing reports (for example habitat & NVC survey, protected species work, watching briefs and management planning, Biodiversity Net Gain matrices and producing BNG gain plans etc), dealing with enquiries and maintaining time sheets and expenses records
- To maintain a high level of professional competency in the theory and practice of ecology and environmental services through keeping up to date with Continuing Professional Development and undertaking training as agreed with the Senior and Principal Ecologists
- To hold, or be working towards, at least one protected species licence, ideally for bats
- To work to defined project and departmental budgets and time constraints

- To contribute to maintaining and delivering CEC's Quality Assurance system, including peer review of other Ecologists reports
- To appoint and manage sub-contractors and monitor their work to ensure effective delivery
- To provide guidance, mentoring, training & support to other members of staff where required
- To attend daytime, evening and weekend meetings and surveys as appropriate
- To help to maintain a tidy and efficient working environment using the project management and personnel management systems CEC uses
- To undertake other duties appropriate to the post as delegated by the Managing Director, Principal and Senior Ecologists and to abide with organisational policies and procedures.

Marketing

- To assist with the preparation of bids, tenders, and project teams under the direction of the Principal and Senior Ecologists
- To build and foster effective and positive working relationships with clients
- To assist with and undertake marketing activities as appropriate, including attendance at client meetings, exhibitions, networking events, preparation of articles and press releases, and delivering talks etc.
- To research and identify potential new sectors of work and pursue opportunities to secure new clients and contracts
- To maintain CEC's profile through networking and engagement in the professional community
- To contribute to the delivery of CEC's Marketing Strategy.

Management

- To deputise as necessary for the Senior/ Principal Ecologists
- To prepare for and attend regular team meetings
- To manage personal work programme and Quality Assurance standards
- To monitor project financial status and report to Senior/ Principal Ecologists
- To identify personal training needs and opportunities
- To contribute to the delivery of the CEC Business Plan
- To help to ensure the operations of CEC are effectively integrated with those of the Cornwall Wildlife Trust

Other:

- Core work hours are 8.30 am to 4.30 pm Monday to Friday, with occasional work required outside these hours according to workload levels and evening surveys.
- Hybrid working and flexible working are encouraged to ensure the work life balance of our team, but you will need to be available for site work across Cornwall, including some evening work.