

JOB DESCRIPTION

1. IDENTIFICATION OF JOB

JOB TITLE	- Placement Student
FUNCTION	- EMEC Ecology
RESPONSIBLE TO	- Consultancy Manager

2. OVERALL PURPOSE OF JOB

This post is for a year-long placement to gain experience working in a commercial ecological consultancy. The placement student will be expected to fulfil the role of an assistant to the ecology team (and land management and arboriculture teams if required).

The overall purpose of the job is to provide high quality, objective ecological advice to clients across a variety of sectors. This advice covers all aspects of ecology, including survey and research, environmental assessment, species ecology, development and planning control and legislation. The company seeks to deliver positive benefits for conservation whenever possible, in line with the aims and objectives of the Nottinghamshire Wildlife Trust (NWT).

3. MAIN RESPONSIBILITIES

High quality service provision

- a) To carry out fieldwork and support fieldwork carried out by others. Surveys will include botanical work (including extended Phase-1 habitat surveys and possibly NVC surveys) and protected species work (e.g. bats, great crested newts, water voles, birds, otters, reptiles and badgers).
- b) To produce reports and maps for a range of surveys. These may include Walkover Surveys, Ecological Assessments, Management Plans and Protected Species Surveys.
- c) To contribute to the production of tenders (quotations for work) as required.
- d) To liaise with clients and landowners where necessary both from the office (usually by telephone & e-mail) and on site (meetings). This may be to discuss progress, provide advice and / or to present findings and draft reports.

Governance, organisational development and partnership

- e) To support the EMEC Board as required & to participate in EMEC Staff Meetings.
- f) To work in partnership with other Wildlife Trust consultancies, in particular the Association of Wildlife Trust Consultancies (AWTC) and the NWT.

Financial management

- g) To support financial management and process financial transactions (e.g. invoices) as required.
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Marketing

- h) To endeavor to undertake promotional activity including contacting potential clients and seeking ways to expand the business.
- i) To support marketing of EMEC through the website and events as required.

Compliance and administration

- j) To carry out general project management duties such as ensuring deadlines are kept.
 - k) To carry out relevant administrative tasks such as contract / tender filing, accounts, postal duties, filing, responding to general letters, answering the telephone, completing timesheets and the general maintenance of the office.
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JOB SPECIFICATION

Working closely with EMEC staff, the post holder has responsibility for undertaking the duties outlined in the job description.

Given the nature of EMEC's activities **some unsocial hours will be required in the evenings and weekends** to ensure the effective implementation of this post. Working hours will be managed flexibly to reflect this requirement.

A full driving licence is required as the post holder will often need to travel within and beyond the County to locations not served by public transport, and sometimes carrying equipment or materials.

In order for the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Consultancy Manager.

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the organisation. This includes promoting and acting as an ambassador for EMEC.

PERSON SPECIFICATION

JOB TITLE - Placement Student

FUNCTION - EMEC Ecology

Ideally the postholder will be able to demonstrate **all or most** of the range of experience, skills, knowledge, and personal qualities detailed below.

Area A EXPERIENCE

- Ideally, the post-holder will have some previous experience of carrying out ecology surveys, for example through a voluntary post(s) with a local natural history group(s).
- Experience of nature conservation advisory work and habitat evaluation
- Experience of sourcing and interpretation of ecological data
- Experience of liaising with others (e.g. clients and landowners)

Area B KNOWLEDGE

- The post-holder should have a strong academic background (GCSEs and A-Levels)
- The post-holder will typically be part-way through a degree in ecology (or a related subject) and should have achieved high marks in the modules undertaken so far
- Knowledge of habitats and species typical of the East Midlands region
- Knowledge of relevant conservation legislation and practice
- General business administration
- IT applications including word processing and spreadsheets; knowledge of GIS desirable

Area C SKILLS

- Good species identification skills
- Excellent inter-personal and communication skills
- Report writing skills
- Efficient administration and organisation skills, including ability to prioritise workloads and meet tight deadlines
- Ability to liaise effectively with a wide range of people
- Negotiation skills and conflict resolution

Area D PERSONAL QUALITIES

- High level of enthusiasm, self-motivation and self-discipline
- Ability to work without close supervision, work individually or as part of a team
- Flexible and positive outlook
- Commitment to nature conservation and equal opportunities

March 2016
