

21st July 2020

Hello and thank you for your interest in the post of Assistant Ecologist at Essex Ecology Services. Please find details of this post within this pack.

The role is permanent, full time, for 37.5 hours per week. The salary is £20,665 per annum rising to £21,165 per annum on successful completion of probation. It is based at Abbots Hall Farm, Great Wigborough.

Essex Ecology Services is the ecological consultancy of Essex Wildlife Trust, providing professional ecological services for developers, utility companies and landowners throughout Essex and neighbouring counties. All our profits are given to the Trust to support its conservation work. We also undertake monitoring on EWT nature reserves and advise the Trust on addressing the ecological impacts of its own work.

The Assistant Ecologist role involves carrying out ecological surveys and producing reports for a variety of commercial clients as well as providing advice and ecological monitoring services for Essex Wildlife Trust.

The ideal candidate will have some ecological survey experience and identification skills and be capable of producing clear, concise survey reports. They must be eager to build on their existing knowledge and to contribute to the work of our team of professional ecologists.

The role is outlined in more detail within the enclosed job description.

Essex Wildlife Trust is the county's leading conservation charity. We have more than 37,000 members, manage and protect over 8,400 acres of land on 87 nature reserves and 2 nature parks and run 11 visitor centres. The aim of Essex Wildlife Trust is to Protect Wildlife for the Future and for the People of Essex. It is supported financially by members, local businesses and grant making organisations. It is one of the largest of the 46 county wildlife trusts that work together throughout the British Isles as The Wildlife Trusts.

To apply, please complete the application form, giving clear examples as to why you feel you are suited to the role. Please send the completed form by e-mail to jobs@essexwt.org.uk by **10am on Tuesday 4th August**. Please title your e-mail with the role and your full name. Please complete the Equal Opportunities form and send this either by email or by post, addressed to HR at the address above if you wish this to be anonymous.

The Interview date is to be confirmed. Interviews will be held at Abbots Hall Farm.

For further information please contact Pat Hatch on 01621 862986 or e-mail path@essexwt.org.uk.

Thank you for your interest in this role. I look forward to receiving your application.

Yours faithfully



Pat Hatch
Principal Ecologist, Essex Ecology Services



Essex
Wildlife Trust

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Essex Wildlife Trust Job Description & Person Specification

Essex Ecology Services, Assistant Ecologist.

JOB DESCRIPTION

Job Title: Assistant Ecologist

Location: Abbots Hall Farm

Reports to: EECOS Principal Ecologist

Financial Responsibilities: None

Job Purpose: To carry out contract work in support of other members of the EECOS team

Responsibility Areas

Service Delivery

- Completion of contract workload
- Providing advice and support within EWT
- Assisting colleagues with practical and administrative support

People

- Maintaining customer service standards in the delivery of EECOS contracts
- Liaison with clients and their agents
- Promoting teamwork and co-operation within EECOS and with EWT

Problem Solving/Innovation

- Monitor and adhere to changes in legislation and best practice
- Maintaining relevant knowledge levels regarding survey and mitigation methods
- Maintaining the standard of your reports

Planning/organising

- Personal time management and self-monitoring to meet all contract deadlines within quoted time
- Maintaining a flexible approach to work patterns
- Undertaking administrative tasks in a timely manner

Communication

- Maintaining relationships with existing and potential clients
- Effective use of telephone, e-mail and written communication
- Acting as an ambassador for EECOS and EWT

To undertake any other duties which are commensurate with the role.

PERSON SPECIFICATION

Specialist knowledge and experience:

- Knowledge of wildlife legislation
 - Knowledge of species survey methodologies
 - Knowledge of plant and animal identification
 - Experience of habitat assessment
 - IT skills in Microsoft Office, particularly Word, Excel and Outlook
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Essential Skills and Behaviours

Team Working

- Makes a positive contribution to the team, supporting colleagues in their day-to-day work
- Establishes constructive and collaborative relationships with immediate colleagues

Problem solving and analysis

- Ensures details and facts are correct, complete and consistent, ensuring that conclusions drawn from the information are built on sound foundations
- Accurately collects and interprets relevant data in order to support organisation decision-making and delivery of task

Professionalism

- Able to produce accurate and high quality results
- Shows enthusiasm to broaden own experience, knowledge, skills and self-insight
- Seeks out feedback from colleagues and managers, taking the learning and development points on board and modifying own practice

Determination

- Demonstrates commitment to the organisation and task completion
- Keeps track of own progress, completing work to deadlines or informing others when targets can't be met

Persuasive communication

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience
- Compares and contrasts options to highlight relative advantages and disadvantages or progressing along alternative paths

Customer Focus

- Puts the customer first and is eager to please them
- Relates well to different types of customers, listens and gets on with them
- Treats both internal and external service users with honesty, integrity and discretion

Planning

- Able to organise time effectively, create work schedules, prioritise workload and meet deadlines
 - Identifies correct working methods, reviewing methods as appropriate and identifying how best to use resources to achieve results
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Special Conditions:

- The role will entail working early mornings and evenings on a regular basis, and occasionally weekends
 - Must have a current full driving licence and own vehicle available for work throughout Essex and, on occasion, beyond
 - Good levels of fitness required for long periods of outdoor work
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EWT rewards:

- Salary reviewed bi-annually against the market with cost of living consideration annually
- Pension of 3% from you and 5% from EWT for qualifying staff
- Annual leave starting at 25 days, rising by one day a year to a maximum of 28 days + bank holidays
- Enhanced sick pay increasing with length of service
- Enhanced maternity, paternity and adoption pay
- Staff days and staff social
- Merit award scheme (staff nomination of colleagues for awards)
- 10-20% discount in EWT centres
- Professional and developmental training
- Ability to take 2 days out pa to work in another part of the business
- Role related professional membership paid
- Employee Assistance Programme providing advice on many areas for you and your family, plus a counselling service you can access
- Life Assurance
- The satisfaction of making a difference through working for a conservation charity