



## JOB DESCRIPTION

<b>Job title</b>
Ecology Projects Manager
<b>Name of person or job role reporting to</b>
TBC
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Manage a portfolio of ecology contracts, primarily for electricity supply and maintenance projects in the South and/or East</li><li>• Quote and tender production</li><li>• Budget management including working for our finance team for invoicing</li><li>• Attendance of client meetings</li><li>• Site visits for ecological surveys where required for the smooth running of the project</li><li>• Communicating with our clients and providing solid technical advice</li><li>• Working as a team with our ecologists to ensure quality projects are delivered on time</li><li>• Writing technical reports including but not limited to, Preliminary Ecological Appraisals, Ecological Impact Assessments, Mitigation Strategies and Biodiversity Management Plans</li><li>• Technical review of reports</li><li>• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• Relevant experience in a similar role</li><li>• Graduate level education in a relevant subject</li><li>• Project Management experience in the management of complex projects</li><li>• Associate Level CIEEM membership or above</li><li>• An in-depth knowledge of ecology, legislation, and survey techniques, including Natural England Licensing</li><li>• Excellent written communication skills and be able to produce accurate technical reports</li><li>• A pro-active attitude to managing your own time, finding solutions and ensuring work is delivered on time and to the required standards</li><li>• A full driving licence and access to your own vehicle</li><li>• One protected species licence (Great Crested Newt, Hazel Dormouse or bats) (desirable)</li></ul>
I hereby agree that I have read and understood the job description.
Signed _____ Date _____
Name _____