Job Profile

##### Job title Principal Ecologist

##### Responsible to Managing Director

##### Direct reports Senior Ecologist, Ecologist, Assistant Ecologists and/or Seasonal Ecologists

#### Overall purpose of job

Manage a diverse portfolio small to large projects to a high technical standard including approving, reviewing and writing reports. To liaise with and provide advice to internal and external stakeholders and clients. Contribute to SWT Ecology Services’ business development and represent SWT externally, delivering SWT’s mission to restoring Surrey’s nature.

#### Main responsibilities

* Manage and deliver a diverse portfolio of small to large projects to a high technical standard including writing, reviewing and approving quotes, reports and health and safety documentation.
* Undertake surveys and manage individual contacts to deliver high quality ecological consultancy services within budget and to deadline.
* Provide high quality ecological advice to clients.
* Maintain and develop internal and external client relationships and play an active role in securing new and repeat business, including preparing and submitting quotations and tenders.
* Proactively liaise with colleagues within SWT, external clients, consultants and consultees, acquiring data from third parties and producing high quality reports.
* General administration associated with the role in line with SWT Ecology Services’ ISO 9001 accreditation.
* Manage sub-contractors ensuring they deliver projects in line with SWT Ecology Services’ ISO 9001, 14001 and 45001 accreditations, and within budget.
* Line management, providing a supportive environment for our ecologists and communicate proactively and openly with the team and clients.
* Project budget management, including prompt submission of invoices.
* Prepare and deliver internal and external training within your specialist knowledge.

#### Personal Specification

##### Experience

* At least eight years relevant experience within the ecological consultancy and/or wildlife conservation and management sector
* Experience of leading protected species surveys and advising on mitigation
* Demonstrable experience in dealing with complex biodiversity net gain assessments, including collecting baseline assessments, using the latest metric, and advising on delivery of biodiversity net gain objectives.
* Demonstrable experience in managing projects throughout the project management life-cycle, including budget management and prompt invoicing.

##### Education

* Degree in ecology or other relevant subject

##### Knowledge

* In depth knowledge of the application of UK and relevant European environmental legislation and policy
* Up to date knowledge of survey and mitigation guidance for a range of protected species
* Strong experience in managing and/or delivering botanical assessments
* Understanding of wide range of ecology and habitat management
* Knowledge of computer systems including Microsoft package and GIS

##### Skills

* Excellent fieldwork skills, in your area of specialism
* Be able to manage own workload and meet deadlines
* Be proficient in customer service
* Able to respond promptly and professionally to clients with advice and consultation from colleagues if required.
* Excellent verbal and written communication skills
* Excellent report writing skills
* Level 2 bat licence is desirable.
* Ability to be named ecologist for bat, hazel dormouse and/or great crested newt licences is desirable.
* Full driving licence
* Full membership of CIEEM

##### Personal qualities

* Enthusiastic with an ability to inspire others
* Dedicated, proactive, adaptable and flexible to your approach to work
* Willingness to work unsocial hours (evenings, early mornings and occasional weekends) as dictated by survey and project requirements
* Imaginative, inventive and able to turn ideas into action
* Be personable and a team player with the ability to work on own initiative and independently when required.
* The ability to deal with a wide variety of people in a friendly and professional manner
* Willingness to train and mentor staff within the team and SWT in survey techniques
* Ability to work under pressure, manage complex workloads and to meet deadlines
* Passionate about nature conservation and the ethos of the Wildlife Trusts