

**Job Description**

**Job Title**: Ecologist

**Reference**: SUS3121

**Grade:** H: £31,369 per annum

**Hours**: Up to 37.5 hrs per week (part-time and/or job share will be favorably considered)

**Fixed term:** 12 months until 31st March, 2022.

**Base:** Flexible: Sustrans offices in Leeds, Newcastle upon Tyne or Manchester

Initial full-time home working may be expected due to office closures during current C19 restrictions.

**Purpose of Job:**

To advise staff on all ecological aspects of Sustrans’ work in the UK, with a focus on projects in the North of England. To carry out and oversee, surveys and assessments to support route development through the planning process or under permitted development rights. Act as, or manage Ecological Clerk of Works to facilaite new route development and maintainence projects. Prepare and implement protected species licences. Laise and manage a network of ecological sub-consultants. To train relevant staff in ecological best practice and protected species issues.

**Place in Organisation Structure:**

The post-holder will work as part of the infrastructure team and report to the Senior Ecologist.

**Key relationships:**

**Internal** Infrastructure Director

Senior Ecologist

Ecologist

Design & Engineering and Network Development teams across Sustrans

Other relevant teams across Sustrans including Land Managers

RPL Asset Manager

Sustrans’ volunteer teams

**External**  National and regional environmental organisations

National and regional environmental bodies

Local Authorities

Consultants and third party ecologists

**Key responsibilities:**

**Delivery of projects and services:**

1. To provide practical support and guidance to Sustrans’ management and geographical teams with regard to ecological issues to support the delivery of Sustrans strategic priorities around the National Cycle Network paths for everyone and Liveable cities and towns for everyone.
2. To provide practical support and guidance to Sustrans and Railway Paths Limited (RPL) with regard to ecological issues associated with the maintenance of (primarily disused railway) structures owned by the two organisations.
3. To support geographical delivery teams to ensure that they follow best ecological practice.
4. To proactively respond to queries from Sustrans site staff.
5. To advise Sustrans’ volunteers team on best practice for volunteers in carrying out surveys and undertaking light duties on the network.
6. To advise on the co-ordination and organisation of staff and volunteer training days in liaison with the Volunteer teams.
7. To collaborate with the Monitoring and Evaluation team to collect evidence to demonstrate the NCN’s value for biodiversity.
8. To respond to enquiries from the public and partner organisations on relevant matters.

**Business development:**

1. To contribute to the development of project proposals and bids and participate in bid writing for projects where appropriate.
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing:**

1. To assist staff looking for external meeting venues.
2. To provide assistance to the Policy & Communications Team with the organising of large internal meetings such as All Staff seminars
3. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support the H&S Coordinator in ensuring that Sustrans’ health and safety standards are implemented and maintained across the office.
2. To support and comply with the organisation’s policy for the management of Health and Safety.
3. To support and comply with the organisation’s policies for the management of safeguarding.
4. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Networks**:

1. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of strategic communications.

**Other:**

1. To keep the charity’s Customer Relationship Management (CRM) and other internal information management systems up to date.
2. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will initially be working from home, but will live close to their nominated office base. There may be opportunities to work from home at times, on an ongoing basis, once working from offices resumes. Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to walk, cycle or use public transport for the majority of work journeys.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled: Senior Ecologist

Date: January 2021

**Ecologist (SUS3121)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Significant practical experience in relevant role/s; higher level vocational qualification or degree in ecology |
| Experience | Experience of ecology of both urban and rural green spaces  Experience of partnership working, for example, with local authorities and third sector organisations such as nature conservation bodies or external consultants |
| Skills and abilities | Demonstrable skills in field surveying and assessing habitat suitability for protected and notable species  Demonstrable skills in ecological report writing including reviewing and interpreting third party reports  Excellent written and verbal communications skills and an ability to communicate effectively to a range of different audiences  Excellent organisation skills with the ability to plan and prioritise workload and work independently  IT literate, good presentation skills  Influencing skills and ability to quickly develop productive working relationships |
| Knowledge | Knowledge of survey methodologies for a range of flora and fauna including protected species  Knowledge of land management practices and managing a range of habitats for biodiversity  Familiarity with nature conservation groups and initiatives |
| Other | Committed to Sustrans’ vision |
| **Criteria** | **Desirable** |
| Qualifications, education and training | Post-graduate qualification in Ecology |
| Knowledge | Knowledge of Environmental Impact Assessment (EIA) and Ecological Impact Assessment (EcIA) |
| Other | Member of CIEEM or an alternative professional body  Possession of at least one protected species licence and be working towards another  Experience of working with volunteers and of overseeing volunteer projects |