

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Field Surveyor
Responsible to:	Consultancy Manager
Responsible for:	No direct line management
Location:	The Old Ragged School

Overall Purpose of Job

To support the management, development and promotion of EMEC as a high quality ecological consultancy and to deliver positive conservation outcomes through the provision of high quality, objective ecological advice and practical land management to clients in all sectors.

Main Responsibilities

Line Management and Supervision

The post holder does not have any direct line management responsibilities.

Management of Resources and Projects

The post holder will utilise their experience and knowledge to:

- Carry out both office work and field work, including undertaking pre-survey desk study and contacting landowners
- Support large scale project work
- Contribute to reports and maps for ecological surveys
- Undertake day to day project management of surveys

Business Development and Client Liaison

The post holder will be responsible for:

- Ensuring appropriate liaison with clients and landowners both from the office and on site
- Supporting income generation through occasionally assisting with the production of quotes
- Delivery in adherence to training and survey protocol
- Leading surveys to ensure project work is completed within the allocated time
- Management, inventory and maintenance of field kit and allocated vehicles

Compliance and Governance

The post holder will:

- Ensure that they contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection
- Ensure that H&S systems are followed and that compulsory training required to deliver the role is undertaken
- Maintain records to support the compliance with EMEC's Business Management System (ISO 9001 & 14001) including contribution to regular audits and annual compliance visits as required

- Ensure that their Outlook Calendar and scheduling software is kept up to date at all times for their own work
- Ensure that any documents and folders they create are correctly filed
- Provide updates on activities to staff meetings as required

General Requirements

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

Given the nature of EMEC's activities **unsocial hours will be required in the evenings and occasionally the weekends** to ensure the effective implementation of this post. Working hours will be managed flexibly to reflect this requirement and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

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.

Fieldwork requires travel to various locations, including some staying away (accommodation and meals provided when applicable). Fieldwork includes physically demanding tasks such as digging and sample collection, carrying of field kit, working in a variety of weather conditions and terrains.

In order for the organisation to work effectively you may be required to assist with other areas of work e.g. working with the Land Management team, and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

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.

Field Surveyor Person Specification

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

Area A - EXPERIENCE

- Although no specific experience is required, it would be desirable to have previous experience of ecological surveys and assessment

Area B - KNOWLEDGE

- A good degree in ecology or a related science (or studying towards) is desirable
- Awareness of habitats and species typical of the East Midlands region
- Proficient IT skills including Microsoft 365 and use of iPads for data capture
- Knowledge of GIS desirable

Area C - SKILLS

- Basic species identification skills
- Excellent inter-personal and communication skills
- Basic report writing skills
- Ability to work both independently and as part of a team
- Ability to follow instructions, and work to deadlines and standards set by more senior staff

Area D - PERSONAL QUALITIES

- High level of enthusiasm, self-motivation and self-discipline

- Flexible and positive outlook with a solution led focus.
- Commitment to nature conservation and equal opportunities.