

JOB DESCRIPTION

JOB TITLE: Ecological Assistant (6 month contract) DEPT/UNIT: Norfolk Wildlife Services
POST HOLDER: To be filled GRADE: N/A
DATE: February 2012 ANALYST : CS

OVERALL PURPOSE OF THE JOB:

The Ecological Assistant will provide administrative support to the Senior Consultant and Team in managing the workload and quality of the consultancy.

REPORTING TO:

Senior Consultant and Ecological Consultants

REPORTING TO POST HOLDER:

Not applicable

OTHER WORKING RELATIONSHIPS:

Within the organisation

Director, other HQ staff and field-staff, volunteers

Outside the organisation

Consultancy clients, other organisations, members of the public, suppliers and contractors.

MAIN DUTIES:

The main duties of the post are

- Organise and give administrative support to consultancy projects, e.g. issuing maps, photocopies, arranging access, completing financial records.
- Offer and develop IT skills, e.g. databases, spreadsheets, mapping, etc., to support others to carry out projects.
- As a safety worker provide occasional support to others in their ecological fieldwork and assessment for a wide variety of habitats and species.
- Contribute to the outputs of the consultancy being of a consistently high quality.
- Ensure that all records are properly kept and stored in an accessible format.
- Act as point of liaison for clients when necessary, for example in answering telephone queries.

OTHER DUTIES:

- Work in accordance with the company's Health & Safety policy and contribute to the maintenance of a healthy and safe working environment.

- Undertake other ad hoc duties and projects as agreed with the Senior Consultant.
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SPECIAL REQUIREMENTS:

None applicable. The successful candidate may be required to undertake some work outside of normal working hours.

LIMITS OF AUTHORITY:

Issue reports under supervision of Senior Consultant and Ecological Consultants

PERSON SPECIFICATION

The successful candidate will have:

- An ability to communicate effectively verbally and in written formats.
- Sound organisational skills and ability to produce clear and concise work to tight deadlines.
- Competent computer skills including database, spreadsheets, word processing skills – especially Word, MapInfo and Excel.
- A flexible approach to work and ability to recognise short and long-term opportunities for the consultancy operations.
- An interest in ecology or environmental consultancy work and willingness to undertake occasional fieldwork.
- A clean driving license would be advantageous.