

**POST TITLE:** Assistant Ecologist

**LOCATION:** Cork

**SALARY:** €18,000 to €21,000 pro rata (dependent on experience)

**LINE MANAGER:** Lead Ecologist

**CONTRACT:** Part-time 22.5hr per week, Permanent

#### JOB ROLE

An exciting opportunity to work on a variety of projects across Ireland undertaking a range of ecological surveys and assessments for an ecology consultancy that offers pragmatic and quality services to its clients. The role requires experience of undertaking a range of protected species and habitat surveys, analysing data and report writing. Strong project management skills are essential and a professional approach to client liaison and stakeholder engagement are a must.

If you are interested in the above position, please apply by emailing a Curriculum Vitae and Cover Letter outlining why you wish to work at EcoÉireann and how your knowledge, skills and experience will enable you to fulfil the role's requirements to [enquiries@ecoeireann.ie](mailto:enquiries@ecoeireann.ie) no later than Monday 18<sup>th</sup> June at 5pm.

#### JOB RESPONSIBILITIES

- Participate in a range of **ecological survey work**, including Preliminary Ecological Appraisal, Habitat Surveys, Protected Species (bat, amphibian, reptile, otter, badger), Ecological Clerk of Works and any other survey as required by line manager to a safe and accurate standard
- To undertake **data searches** for inclusion in reports
- Support the drawing up and communication of accurate and well-designed **fee proposals** utilising EcoÉireann's fee structure, to potential clients
- Contribute to technically competent and excellent quality **ecological reports** for clients that are well presented, robust in content and address the clients brief with support from peers
- **Map production** utilising the in-house GIS system
- **Project management** of small scale projects with support from more senior colleagues to a high standard
- Provide **support** to colleagues working on large complex projects
- Organise small scale surveys utilising colleagues and where necessary, registered sub-contractors to support colleagues in project delivery and ensuring they adhere to EcoÉireann's Health & Safety Policy
- Prepare, organise, maintain and calibrate equipment as appropriate
- Assist with the development of **marketing** literature (including social media), website management and case studies as directed by line manager
- Undertake general **business administration** including filing, equipment inventories/maintenance schedules, and booking in and out of EcoÉireann equipment
- **Day to Day liaison** with clients and sub-contractors to support the delivery of projects by phone, email, letter and meeting attendance
- Ensure that all activities are undertaken in accordance with EcoÉireann's **Quality and Health & Safety policy** and procedures, and in particular that risk assessments are completed appropriately and fully

## Person Specification

**JOB TITLE: Assistant Ecologist**

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by:			
			(Essential/ Desirable)	Application Form	Interview	Practical Exercise	Certificate / Evidence
Education & Qualifications	1	BSc in Ecology or closely related subject	E	X			X
	2	MSc in Ecology or closely related subject	D	X			X
	3	Graduate CIEEM membership	E	X			X
Experience	4	Min. 1 survey season of working in ecological consultancy	E	X	X	X	
	5	Utilising GIS	E	X	X		
	6	Undertaking habitat and/or protected species surveys,	E	X	X	X	
	7	Undertaking ecological data searches and analysing results	E	X	X	X	
	8	Using Word and Excel	E	X	X		
	9	Writing good quality consulting reports	E	X	X		
	10	Writing and contributing toward proposals/quotes	D	X	X		
	11	Managing data	D	X	X	X	
	12	Working with clients	D	X	X		
	13	Working with sub-contractors	D	X	X		
	14	Project Management	D	X	X	X	
	15	Use of web applications relevant to field surveys and GPS	D	X	X		
	16	Undertaking/writing comprehensive risk assessments	D	X	X		
Knowledge	17	The Irish and EU regulatory and legislative framework for nature conservation	E	X	X	X	
	18	Strong species identification	E	X	X	X	
	19	Species and habitats found in Ireland	E	X	X	X	
	20	Development Planning Regime	D	X	X	X	
	21	Understanding of Appropriate Assessment and Ecological Impact Assessment (EcIA) process	D	X	X	X	
Personal Skills	22	Excellent organisational skills	E	X	X	X	
	23	Good communication skills (both written and verbal) to a high standard of fluency	E	X	X	X	
	24	Good writing skills with an eye for detail	E	X	X	X	
	25	Ability to maintain confidentiality as required	E	X	X		
	26	Flexible and can do attitude	E	X	X		
	27	Strong team player and able to follow instruction	E	X	X		
	28	Ability to use own initiative and work under pressure	E	X	X		
Additional Requirements	29	An ecological specialism with a direct business application (eg aquatic invertebrates, botany, ornithology, bats, macrophytes, effects of highways etc)	D	X	X	X	
	30	Prepared to undertake regular work out of hours and throughout Ireland as directed	E	X	X		
	31	Full driving licence and access to own vehicle	E	X			
	32	A passion for ecology and a willingness to learn	E	X	X	X	
	33	Comfortable with lone working and the rigours of working outdoors in all weathers	E	X	X		
	34	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X		