June 2015

Our Ref: Recruitment/P.Eco/MH/FBH

Dear Applicant,

# Principal Ecologist – Market Harborough, Leicestershire

Thank you for your interest in the above post based in our growing Leicestershire office. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. At that stage we will also ask to see some examples of your written reports.

If you would like to talk more informally, please do not hesitate to contact me (DD: 01925 844041).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is Tuesday 30th June at 17:00.

Yours sincerely

Francis Hesketh

Francis Hesketh

Ecology Director

TEP

Principal Ecologist (Market Harborough)

**The Opportunity**

TEP is looking for a principal ecologist to manage a variety of ecological survey and assessment projects in the Midlands and the South East of England. You will be based in our growing Leicestershire office working alongside archaeologists, arboriculturalists and landscape managers. You would be part of the wider TEP Ecology team comprising 30 ecologists across all the offices. We think this opportunity would appeal to someone already working at a senior or principal level who is keen to develop their careers by expanding TEP’s ecology services and developing new business.

**About TEP**

TEP is an award-winning multi-disciplinary environmental consultancy employing ecologists, landscape architects and urban designers, landscape managers, environmental planners, archaeologists, arboriculturalists and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with offices in London, Market Harborough, Gateshead and Cornwall. We are passionate about creating quality places for the benefit of people, nature and business.

Our diverse client base includes Homes and Communities Agency, National Grid, many Local Authorities, National Trust, Forestry Commission, United Utilities, renewable energy providers and house builders. Our website [www.tep.uk.com](http://www.tep.uk.com/) shows the breadth of our work.

****One recent major commission is the ecological assessment and design for a new 100ha country park in Hampshire, alongside landscape designs and EIA for a 2,500 home urban extension. We are expanding our work in the Midlands and South East and are now looking for an experienced ecologist who can grow the volume and variety of work in this area.

Our vision for the 100ha Country Park in Hampshire

**The Role and Requirements**

We are seeking to appoint a Principal Ecologist with experience of a variety of development projects.

The position will be based in our Leicestershire office. Most work will be in the Midlands and South East England, but the position may require travel to projects across England, Wales and possibly Scotland. Occasional travel to other TEP offices will also be required. The successful candidate must be able to demonstrate:

* excellent management skills, overseeing a busy and varied workload, supervising field staff and co-ordinating project work with other professionals in TEP;
* attention to detail and accuracy, particularly in respect of quality assurance, delivery of contracts on time and within budget, and improving the quality of work produced by those you manage;
* high levels of written and verbal communication;
* experience of attending meetings with clients and design teams at a senior level.

Projects will include EIA and (occasionally) HRA projects and contributing to statutory consultation meetings and may also involve stakeholder/public consultation events. Therefore the role will require detailed knowledge of relevant aspects of UK and EU environmental legislation and confidence when advising clients and liaising with statutory bodies, planning authorities and NGOs on wildlife issues in the planning process.

You will have experience of designing, pricing and implementing surveys and mitigation schemes for protected species and you will have (or have held in the recent past) survey and development licences.

You will be a key member of TEP’s national ecology team, you will actively manage a wide range of field surveys and will be responsible for ensuring the advice and recommendations resulting from these surveys are communicated effectively to clients through written reports and verbal communication. Many of our projects require close working with clients to help them through the planning and licensing processes. Experience of working within and advising clients through these processes is essential.

On a day-to-day basis you will report to our Market Harborough office manager, who is a heritage expert, and has considerable experience of managing EIA projects. You will be the lead ecologist in this office so you will have freedom to organise the ecology projects. You will report on a weekly basis to TEP’s national ecology managers based in Warrington and you will be responsible for monitoring the financial performance of ecology projects run from Market Harborough.

We are also recruiting a consultant ecologist for the Market Harborough office, so you will be expected to supervise and mentor her/him. You will also be responsible for managing the work of any freelance ecologists associated with Market Harborough projects.

We anticipate the post will be of interest to people currently working as senior ecologists wishing to step up to a principal role, although we also welcome applications from principal ecologists who can bring a portfolio of existing work to the practice.

**Person Specification**

**Essential:**

* Degree in relevant ecology discipline
* Full Membership of CIEEM
* Skills gained while working in a consultancy environment on development projects from inception to completion
* Holding (currently or within past year) a survey or development licence for protected species
* Demonstrable experience in writing Ecological Impact Assessments including ecology chapters for several Environmental Statements
* Strong presentation and communication skills
* Competency in the core MS Office applications (Word, Excel and Powerpoint).
* Experience pricing and managing ecology projects
* Good writing and numeracy skills
* Self-motivated
* Ability to work to deadlines and prioritise competing requirements
* Attention to detail
* Able to work well alone and also as part of a team
* Valid UK Driving Licence

**Desirable:**

* Chartered Environmentalist or Chartered Ecologist status
* Higher-level degree or doctorate in ecology
* Specialism in one or more of the following:
  + the water industry and Water Framework Directive assessments
  + Habitats Regulations reports for plans and/or projects
  + tree surveys to BS5837:2012
  + Biodiversity and Land Use assessments under BREEAM and CfSH
  + Green Infrastructure strategies and action plans

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**To Apply**

Please send your completed application form and CV to recruitment@tep.uk.com.

**Closing Date**

Closing date for receipt of applications is 5pm on 30th June 2015.

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| **1. Personal Details** |

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| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. The Post** |

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| **Post applied for:** | Principal Ecologist (Market Harborough) |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **3. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) | |
| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **4. Present or Last Employment** | | | | | | |
| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary and pension/benefits package** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **5. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. | | | | | |
| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **6. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK? (1)** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check (Basic Disclosure) in the last 12 months? (2)** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol in the last 12 months? (2)** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| 1. **We are only able to accept your application if you are already eligible to work in the UK and can provide evidence to support this.** 2. **Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **7. Equal Opportunities –** TEP is an Investor in People (Gold). We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)