March 2017

Our Ref: Recruitment/EcoMar2017/GH

Dear Applicant

# CONSULTANT / SENIOR ECOLOGIST POST

# - GATESHEAD

Thank you for your interest in the above post. 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. If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Alistair McGregor (Tel: 07725 446783).

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 noon Monday 10th April.

Yours sincerely

Francis Hesketh

Director

TEP

Consultant / Senior Ecologist

**The Company**

TEP is a multi-disciplinary environmental practice with offices in Gateshead, Warrington, London, Market Harborough and Cornwall. It is the Homes and Communities Agency's (HCA) Land and Risk Management Consultant and assists with the management of the government’s surplus land portfolio awaiting development in England. TEP are seeking to recruit an enthusiastic, skilled ecologist to work on HCA sites and to undertake works for non-HCA clients.

Our ecologists work as a close-knit team, which promotes knowledge sharing and support in all areas. We have a strong focus on continual development providing informal and structured training and encouraging staff to progress through the CIEEM membership levels and obtain Chartered status. There are currently 30 in-house ecologists with a wide range of specialisms.

TEP offers a range of benefits including flexible working hours, income protection, generous pension scheme, social events and promotes employee involvement with community projects.

**The Opportunity**

TEP is looking for an ecologist to manage a variety of ecological survey and assessment projects in the North of England. You will be based in our growing north east (Gateshead) office and would be integrated with the national TEP Ecology team. We think this opportunity would appeal to someone with at least three years’ relevant consultancy experience with a broad range of survey skills and knowledge of ecology within the planning system.

You will work alongside colleagues from other environmental professions including arboricultural consultants, landscape architects and land managers. Many of our projects require close working with clients to help them through the planning and licensing processes.

On a day-to-day basis you will be managed by the Associate Director in Gateshead but will also work directly with colleagues in other offices.

This is a full time, permanent position.

**The Role and Requirements**

The position requires the ability to undertake Preliminary Ecological Appraisals including Phase 1 habitat surveys, protected species scoping and reporting. It is expected that the candidate has at least one European Protected Species (EPS) survey licence ideally bats or great crested newts. Experience of project management, client liaison, good written and oral communication skills, attention to detail and accuracy is essential. Knowledge of the EPS licencing process and/or EIA is also desirable.

We are looking for an ambitious, enthusiastic and confident individual with the right skills and acumen to develop and grow our ecology business across the region. The successful candidate will be able to demonstrate the abilities to promote and sell TEP services to clients, to build positive working relationships with them, and to deliver quality outputs to deadline and in cost.

The position is based in our Gateshead office so most of the work will be in the north east of England extending throughout Northumberland, County Durham, all of Yorkshire and Cumbria. The position may require travel to projects across England and possibly Scotland. Travel to other TEP offices will occasionally be required.

**Person Specification**

**Essential:**

* Degree in relevant ecology discipline
* (Eligibility for) Membership of CIEEM
* Skilled in phase 1 habitat survey and/or protected species surveys
* Skilled in producing tenders and reports (including Preliminary Ecological Appraisals)
* Demonstrable ability of organising and leading surveys
* Strong written communication skills
* Attention to detail
* Good team player, with the ability to work independently
* Ability to work to deadlines and prioritise competing requirements
* Valid UK Driving Licence

**Desirable:**

* Botanical skills to FISC Level 3
* Holding a survey or development licence for protected species
* Demonstrable experience in writing Ecological Impact Assessments
* Knowledge of the planning process
* Work related experience of the EIA process
* Competency in GIS (preferably QGIS)

**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**

We are only able to consider candidates already eligible to work in the UK.

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

**Closing Date**

Closing date for receipt of applications is noon Monday 10th April 2017.

**Dates of Interview**

Interviews will be held w/c 17th or 24th April 2017.

|  |
| --- |
| **1. Personal Details** |

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

|  |
| --- |
| **2. HCA Pre-Employment Questions** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you a direct relative of anybody currently employed by the HCA?**  (Spouse, Partner, Child, Parent, Sibling) | **Yes** |  | **No** |  | If yes, unfortunately we will be unable to process your application any further, under guidance given to us as part of our contract with the HCA. |
| **Are you a relative of anybody currently employed by the HCA?**  (Grandparent, Aunt, Uncle, Cousin) | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **Do you have any other relationship with anybody currently employed by the HCA?** | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **If you have answered yes to any of the questions above, do you consider there to be a potential conflict of interest as a result of your relationship?** | **Yes** |  | **No** |  |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |

|  |
| --- |
| **3. The Post** |

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **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.* | |

|  |
| --- |
| **4. 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)** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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** |

|  |
| --- |
| **5. 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** |  |  |  |

|  |
| --- |
| **6. 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** |
|  |  |  |  |  | |
|  |  |  |  |  | |

|  |
| --- |
| **7. Other Information** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

|  |
| --- |
| **\* 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.** |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.**

|  |  |
| --- | --- |
| **SIGNED:** |  |

|  |  |
| --- | --- |
| **NAME:** |  |

|  |  |
| --- | --- |
| **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)

Please note that we will always acknowledge each application and if an email response hasn’t been received within 3 working days please contact Mags Chriscoli at margaretchriscoli@tep.uk.com.