

Job Profile

Job title	Ecology Planning Advice Service Assistant
Department	Ecology Planning Advice Service (EPAS)
Responsible to	Ecology Planning Advice Service Manager

Overall purpose of job

The EPAS Assistant will be responsible for reviewing planning applications on behalf of Surrey's Local Planning Authorities. The role involves being consulted by LPAs, developers and ecologists and delivering high quality technical advice on a suite of projects, from small scale housing developments, to large scale housing and infrastructure projects.

Main responsibilities

- Provide high quality and technical advice Local Planning Authorities via the planning system on:
 - Impacts of development on protected species and sites
 - Biodiversity net gain
- Provide pre- and post-application advice to developers and their ecological consultants
- Maintain good client relationships and play an active role in developing the service to clients
- Promote adherence to best practice to external clients and across all departments of Surrey Wildlife Trust
- Liaise with statutory and non-statutory bodies and all departments across Surrey Wildlife Trust to promote the delivery of Surrey Wildlife Trust's mission to restoring nature across the county.
- General administration associated with the role, up to date paperwork and filing

Personal Specification

Experience

- Demonstrable experience of providing high quality ecological advice to developers and/or Local Planning Authorities
- Familiarity with biodiversity net gain assessments using the latest metrics.
- At least one year of relevant experience

Education

- Degree in ecology or other relevant subject

Knowledge

- Evidence of a understanding of relevant UK legislation and planning policy, in addition to the application of best practice ecological survey guidelines
- Knowledge of biodiversity net gain and its application
- Good understanding of habitat and species management, in addition to mitigation requirements, at a local and landscape scale.
- Good knowledge of protected species surveys and mitigation techniques

Skills

- Ability to manage client relationships effectively for both new and existing clients

- Ability to respond promptly and professionally to clients with advice and consultation from colleagues if required.
- Ability to work as a team and liaise with a wide variety of people
- Excellent verbal and written communication skills
- Excellent report writing skills
- Ability to work independently and to organise and prioritise work effectively
- Ability to work with databases and knowledge of Microsoft packages and MapInfo.
- Driving licence

Personal qualities

- Enthusiastic with an ability to inspire others
- Dedicated, proactive, adaptable and flexible to your approach to work
- Be personable and a team player with the ability to work on own initiative and independently when required.
- The ability to deal with a wide variety of people in a friendly and professional manner
- Ability to work under pressure, manage complex workloads and to meet deadlines
- Passionate about nature conservation and the ethos of the Wildlife Trusts