

# Ecological Land Management Ltd

## Person specification for Operations Manager

<b>Qualities &amp; Experience sought</b>	<b>Essential</b> <i>(Criteria which must be met if the job is to be performed successfully)</i>	<b>Desirable</b> <i>(This helps decide shortlist when too many candidates meet essential criteria)</i>
Training and Education	Qualification in countryside/conservation management. Holder of clean UK B + E driving licence. .	Demonstration of continued professional development. Membership of a professional body (CMA/CIEEM or similar) IOSH / experience of health and safety Licence for use of chainsaw, chipper, clearing saw and knapsack sprayer.
Experience	At least 5 years' experience in practical countryside management and wildlife protection. At least 2 years spent in a leadership role within countryside management.	An appreciation of project/operational costs and time management to ensure costs effective delivery.
Skills and Knowledge	Good IT skills enabling you to create, modify and develop Microsoft Word documents and manage spread sheets. Ability to undertake effective and efficient internet research and ordering. A good working knowledge of H & S procedures and a dedication to further enhance them. Ability to produce legislative abiding documentation for works onsite. Experience of machinery servicing and repairs. Ability to document and maintain accurate records of Operational activities and costs, along with accurate day to day record keeping. Knowledge of Environmental Management Systems, including basic knowledge of Quality Management Systems.	Knowledge of protected species legislation. Experience of operating Quickbooks accounting system (or similar).
Personal and management skills	An excellent team worker, with the ability to motivate and calmly manage staff. Ability to develop and maintain a professional working relationship with clients, suppliers, staff, the general public and other outside agencies. Excellent leadership skills.	Ability to work calmly under pressure. Ability to rapidly prioritise and change workloads to meet project demands. Excellent networking and marketing skills to enable you to promote and maintain the reputation and work ethic of ELM.

	<p>Excellent communication skills to ensure clear handover of information to project staff, and delivery of weekly briefing.</p> <p>Ability to maintain a professional appearance and attitude at all times, even during conflict resolution situations, whether that be with staff, customers or general public.</p>	
Special Circumstances	<p>Demonstration of managerial skills that can be developed to enable post holder to fully deputise for the Director at any time.</p>	