



## Job Description

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**Post:** Senior Consultant

**Grade: C Ref:**

**Centre:** Headquarters

**Directorate:** WWT Consulting

**Reporting to:** Rebecca Woodward, Associate Director, WWT Consulting

**Main function of the post:** To provide specialist skills and general support for the delivery of external projects.

**Supervisory Responsibility:** Line management of Assistant Consultant and management of project-based staff, students and volunteers.

**Hours worked:** 37 ½ hours per week, full time.

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### Main duties of the post:

#### 1. External projects

- 1.1 As part of WWT Consulting, to apply specialist skills and expertise in order to undertake a range of external nature conservation related projects.
- 1.2 To manage projects and staff in order to deliver on time and to budget. Projects will be worldwide based, complex projects in terms of task delivery, staffing and sub-contractors.
- 1.3 To prepare tenders and grant proposals for potential projects for submission, including resolution of staff resourcing and budgetary issues.
- 1.4 To actively assist the Senior Management Team with identifying potential projects in strategic international target regions, particularly South and East Asia.
- 1.5 To develop a wide network of contacts nationally and internationally and to pursue potential project opportunities.
- 1.6 To represent WWT Consulting at meetings with current and potential partners and clients.

#### 2. Provision of specialist expertise

- 2.1 To provide WWT Consulting with specialist expertise on multifunctional wetlands and/or other sectors of the WWT Consulting's business as appropriate.
- 2.2 To undertake a range of integrated project related tasks which may include the following:
  - providing general wetland habitat management advice;
  - undertaking wetland habitat planning and management projects;

- undertaking wetland restoration or creation design projects;
- community and stakeholder assessments and consultation;
- providing training of stakeholders in wetland management; and
- working with other WWT Consulting staff members to resolve multi-disciplinary wetland related issues.

### 3. Management responsibility

- 3.1 To assist with the development of WWT Consulting's growth and development strategy.
- 3.2 To actively promote WWT Consulting to secure projects both nationally and internationally.
- 3.3 To assist with the development of WWT Consulting's marketing media and strategy.
- 3.4 To line manage Assistant Consultant grade staff.
- 3.5 To assist in the training and development of other WWT Consulting staff members.
- 3.6 To ensure the business operating procedures are followed and our high quality standards are maintained.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised: 10<sup>th</sup> February 2016    Date Amended:**

**Signed by Post holder:**

**Date of signature:**

## **Person Specification**

### **1. Qualifications**

#### **Essential:**

- Degree or equivalent qualification in a discipline relevant to ecology, geography or environmental sciences

#### **Desirable:**

- Postgraduate qualification in one or more fields relating to the work of WWT Consulting
- Competence in a foreign language
- Membership of an appropriate learned body or society

### **2. Experience**

#### **Essential:**

- Demonstrable knowledge and experience in wetland habitat restoration, creation and management projects nationally and internationally
- Proven ability in the management of wetland related projects
- Demonstrable knowledge and experience in undertaking stakeholder consultation
- Demonstrable knowledge and experience in delivering training courses
- Experience of working internationally
- Computer skills including MS Word, Excel, PowerPoint
- Demonstrable knowledge of wetland ecosystems for example the different types, their hydrology, soils, topography and ecology
- Understanding of, and passion for, natural history
- Experience in the production of reports and/or scientific papers
- Experience in public speaking/presentation
- Experience in tender or grant proposal writing
- Ability to perform well under pressure
- Energetic and enthusiastic
- Up-to-date knowledge of national and international conservation issues, legislation and conventions

#### **Desirable:**

- Experience of managing projects internationally
- Experience in using other software such as: In Design, Adobe Photoshop, MS Access, Auto CAD, and Vectorworks
- Knowledge and experience of ecological and physical survey techniques and design
- Knowledge and experience of wetland hydrology
- Knowledge and experience of livelihood related projects
- Wetland ecosystem service assessment experience
- Sustainable Drainage System design and construction experience
- Wetland treatment system design and construction experience
- Visitor centre planning and design experience

### 3. Managerial & Supervisory

#### Essential:

- Experience of managing staff and sub-contractors on projects
- Experience of providing training

Type of staff	Number managed or supervised
Permanent Staff	1
Volunteers / Casual Workers	0

#### Desirable:

- Experience of staff recruitment
- Experience of line managing and supervising staff
- Experience of undertaking staff appraisals

### 4. Responsibility

#### Essential:

- Independent action required to complete tasks
- Professional competence required in completion of tasks
- Ability to manage projects to time and budget
- Ability to carry out tasks to a high standard

#### Desirable:

- Ability to undertake tasks with no supervision

#### Levels of financial responsibility

Type of Responsibility	Level (£'s)
Project management of contracts	>£50k
Personal and team expenses on projects	>£5k

### 5. Creative Ability

#### Essential:

- Ability to originate ideas and bring creative thought to bear to develop new initiatives
- Creative and innovative, yet with a good sense of what are the realistic limits (of resources, practicability, etc.)
- Problem solver that proposes solutions and improvements for approaches to work
- Holistic thinker and 'completer-finisher'
- Enthusiastic, energetic and good stamina

**Desirable:**

- Excellent sense of humour
- Personal commitment to nature conservation, the environment and sustainability

**6. Contact****Essential:**

- To be able to demonstrate excellent communication skills and be able to present to a wide range of audiences
- To be able to demonstrate the ability to provide training
- Ability to work and communicate effectively within teams
- Excellent all round IT skills

**Desirable:**

- Experience of organising external workshops, meetings and conferences

**General Notes**

This is a full-time position, which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.

A current driving licence and passport is essential as travel within the UK and extensive international travel is a requirement of the post.

The post is based at Slimbridge, Gloucestershire however with exceptional candidates home working or being based at our satellite Wetland Centres will be considered.