



Job Description

Post: Principal Consultant (Interpretation)

Grade: B Ref:

Centre: Headquarters

Directorate: WWT Consulting

Reporting to: Matthew Simpson, Associate Director, WWT Consulting

Main function of the post: To provide specialist skills and general support for the delivery of external natural history and science related interpretation projects.

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

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

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 wetland, natural history and science related interpretation 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 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.
- 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 advanced specialist technical expertise in visitor centre planning and the development of exciting interpretation 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:
 - visitor facility masterplanning including:

- access and audience planning
- interpretation/exhibition planning,
- facility and infrastructure planning
- business/operation planning
- sensitive integration for people and wildlife;
- development of, stories, messages, interpretation treatments and content research;
- management of interpretation design and fabrication;
- supervising visitor centre and interpretation installation; and
- working with other WWT Consulting staff members on multi-disciplinary projects.

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 Consultant and 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.

Date raised: 10th February 2016 Date Amended:

Signed by Post holder:

Date of signature:

Person Specification

1. Qualifications

Essential:

- Degree or equivalent experience/qualification in a discipline relevant to education, art, interpretation design, museum studies or science

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:

- Knowledge and experience in visitor facility planning/ interpretation projects
- Knowledge of new and exciting approaches to interpretation and learning.
- Proven ability in the management of visitor planning and interpretation related projects
- Computer skills including MS Word and Excel
- Understanding of, and passion for, natural history and science
- Knowledge of different interpretation fabrication methods
- Experience in the production of reports
- Experience in public speaking/presentation
- Passion for interpretation

Desirable:

- Experience of working internationally
- Experience of working in a museum, nature reserve or heritage attraction
- Developing formative and summative evaluation plans
- Knowledge of environmentally friendly materials and their use
- Experience in script writing
- Experience in using other software such as: In Design, Adobe Photoshop, MS Access, Auto CAD, Vectorworks and Portfolio
- Knowledge of wetlands
- Passion for nature conservation
- Experience in tendering for and undertaking environmental consultancy projects

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 deliver tasks to a high standard
- Ability to perform well under pressure

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
Selected business operational budgets	>£5k

5. Creative Ability

Essential:

- Ability to originate ideas and bring creative thought to develop new initiatives
- Creative and innovative, yet with a good sense of the realistic limits (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:

- 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.