



Job Description

Post: Assistant Consultant/Consultant

Grade: E & D **Ref:**

Centre: Headquarters

Directorate: WWT Consulting

Reporting to: Senior Consultant/Principal Consultant, WWT Consulting

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

Supervisory Responsibility: None.

Hours worked: 37 ½ hours per week

Main duties of the post:

1. External projects

- 1.1 To apply skills and professional competence in order to undertake a range of wetland habitat landscape and visitor facility CAD design support on a range of consultancy projects.
- 1.2 To occasionally represent WWT Consulting at meetings with clients and external bodies.
- 1.3 To maximise your fee earning capacity.

2. Provision of specialist expertise

- 2.1 To provide WWT Consulting, with wetland habitat landscape and visitor facility CAD design support.
- 2.2 To undertake a range of integrated project related tasks which may include *inter alia* the following: to provide specialist design support within projects to assist with, for example, the production of moodboards, design briefs, concept plans and detailed designs for a variety of wetland habitat landscape design, visitor facility and wetland treatment system projects; assist with updating and producing new designs for a range of marketing material (web and print based) and assist with physical surveys to inform landscape designs.
- 2.3 To ensure that specialist skills are updated and utilised for the benefit of WWT Consulting.

3. Consultancy Responsibility

- 3.1 To assist in the smooth running of WWT Consulting.
- 3.2 To assist in the production and dissemination of publicity material and to promote actively the consultancy.
- 3.3 To ensure that all operational procedures are followed correctly.

3.4 To be responsible for abiding by WWT Consulting Health & Safety procedures.

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 2017 Date Amended:

Signed by Post holder:

Date of signature:

Person Specification

1. Qualifications

Essential:

- Degree or equivalent qualification in a discipline relevant to landscape design

Desirable:

- Post-graduate qualification

2. Experience

Essential:

- Experience in landscape design consultancy
- Demonstrable knowledge and experience in landscape design
- Demonstrable knowledge and experience in comprehensive, accurate 3D CAD models and 2D CAD drawings using CAD programmes such as Vectorworks
- Demonstrable knowledge and experience producing high quality designs in Adobe Creative Suite
- Additional computer skills including MS Word, Excel, PowerPoint
- Knowledge of natural history
- Demonstrable knowledge and experience in the production of figures, design drawings and reports
- Ability to perform well under pressure
- Energetic and enthusiastic

Desirable:

- Experience in using GIS software such as ArcView
- Experience in using SketchUp
- Knowledge and experience of physical survey techniques such as topography, soils and hydrology surveys
- Knowledge of wetland ecosystems for example the different types, their hydrology, soils, topography and ecology
- Knowledge of building information modelling (BIM)
- Experience of providing illustrations and concept sketches
- Experience of 2D and 3D visualisations

3. Responsibility

Essential:

- Ability to carry out tasks to a high standard
- Ability to deliver tasks to time and budget

Desirable:

- Ability to undertake tasks with no supervision

Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	0
Cash Handling	0
Assets (required for job, exc buildings)	0
Visitors (per annum)	0

4. Creative Ability

Essential:

- Creative and innovative, yet with a good sense of what are the realistic limits (of resources, practicability, etc.)
- Holistic thinker and 'completer-finisher'
- Enthusiastic, energetic and good stamina

Desirable:

- Problem solver that proposes solutions and improvements for approaches to work
- Personal commitment to nature conservation, the environment and sustainability

5. Contact

Essential:

- To be able to demonstrate excellent communication skills
- Ability to work and communicate effectively within teams
- Excellent all round IT skills

Desirable:

- Experience of communicating with clients and other external organisations

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 international travel is a requirement of the post.

The post is based at Slimbridge, Gloucestershire.