



Job Description

Post: Assistant Consultant

Grade: E Ref:

Centre: Headquarters

Directorate: WWT Consulting

Reporting to: Senior 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 office based and field based 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 specialist skills in wetland ecology.
 - 2.2 To undertake a range of integrated project related tasks which may include *inter alia* the following: planning and undertaking a range of ecological and physical surveys, advising on habitat management issues, providing general ecological advice, general data entry and analysis, providing design assistance to projects, undertaking literature reviews and interpretation content research, drafting reports and liaising with WWT Consulting staff to resolve multi-disciplinary wetland and visitor centre related project issues.
 - 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 ecology, geography or environmental sciences

Desirable:

- Post-graduate qualification

2. Experience

Essential:

- Experience in environmental consultancy
- Demonstrable knowledge and experience in wetland ecology
- Demonstrable knowledge and experience of undertaking Phase 1 Habitat Surveys
- Demonstrable knowledge and experience of at least one species specific ecological survey technique including: great crested newts, reptiles, water voles, otters, bats, badgers and invertebrates
- Demonstrable knowledge and experience of data entry and manipulation skills
- Computer skills including MS Word, Excel, PowerPoint
- Understanding of, and passion for, natural history
- Experience in report production
- Ability to perform well under pressure
- Energetic and enthusiastic

Desirable:

- Experience of undertaking detailed botanical surveys
- Demonstrable knowledge of wetland ecosystems for example the different types, their hydrology, soils, topography and ecology
- Experience in using GIS software such as ArcView
- Experience in using other software such as: In Design, Adobe Photoshop, MS Access, Auto CAD, and Vectorworks
- Knowledge and experience of physical survey techniques such as topography, soils and hydrology surveys
- Knowledge and experience of wetland hydrology
- Knowledge and experience of habitat management
- Knowledge and experience of stakeholder engagement

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.