

JOB DESCRIPTION



JOB TITLE Senior Consultant – Permitting and Technical Services

OVERALL OBJECTIVE Manage team, workload and projects to provide high quality and standard of expertise to clients. Maintain and improve service levels to all clients.

KEY JOB AREA

- Provide technical and legal expertise on Environmental Permit and Planning applications
- Manage team to produce high standard, high quality documents to support application processes
- Manage team to provide clients with technical services and monitoring, and prepare clear, concise reports
- Manage and improve knowledge and efficiency of team
- Support and train team members
- Develop and improve client relationships
- Develop new business with existing and potential new clients
- Ensuring quality service and high standard of work to all clients
- Ensuring records of work, time, and client contact are maintained accurately by team

SPECIFIC JOB TASKS AND ACTIVITIES

1. Reporting regularly to the Directors on team management, workload, efficiency and client relationship issues.
2. Distribute workload to team related to expertise and capability. Manage team and projects to ensure completion in a timely fashion to a high standard.
3. Ensuring the production of high quality applications in environmental permitting and planning that meet the expectations of the regulators.
4. Providing competent and accurate advice on health and safety, environmental, quality, waste management and waste planning issues.
5. Ensuring competent working knowledge of operations to be able to provide high standard interpretive support documents for applications – including operational processes, fire prevention plans, risk assessments.
6. Liaising with Authorities, Environment Agency, HSE and Local Authority Officers on behalf of clients and provide best advice on issues and problems arising.
7. Ensuring team members are trained and developed including in health and safety (their own requirements within the business and to advise clients), environmental permitting, waste management, and provision of technical services.
8. Managing, recording and reporting internal requirements including timekeeping, project allocation and time management, team appraisal, and disciplinary process.
9. Building relationships with clients, maintaining a high quality standard with regular communication and seeking of constructive feedback.

JOB DESCRIPTION



10. Providing clear costed proposals to clients for projects and work which meets their needs and provides sustainability for the Wiser Environment business.
11. Keeping up to date with legislation, guidance and developments in health and safety, waste management, and environmental matters.
12. Ensure clients are responded to quickly and within time periods agreed with them.
13. Liaison with all clients in order to provide an excellent service and rectify any problems, offering solutions, whilst maintaining service standards.
14. Ensuring that all documents are issued, updated and stored in a controlled manner to give an accurate record of all submissions for future reference and ease of update, in accordance with Document Control procedures.
15. Development and management of the technical services part of the business – developing client base; developing, training and supporting team; standardising reporting structure; producing clear and concise reports with appropriate recommendations; continued liaison and updates to clients including advice on reviews and timescales; diversification to other similar areas.
16. Assisting the Directors in any other work including management systems, land management and other environmental matters.
17. Management and taking part in investigations for contamination status of land and producing accurate reports.
18. Assist in producing information sheets for clients which detail legislation, guidance and future developments within health and safety, waste management and the environment.
19. Completing accurately records of time and expenses spent on individual client work.
20. Fully participating and playing an active role in Business Development meetings in order to improve the business and continue sustainable and managed growth.
21. Ad-hoc duties as required by the Director.

QUALIFICATIONS and EXPERIENCE

Mandatory

- Degree in environmental subject
- 5 years minimum experience in the waste management/recycling industry and/or relevant regulatory authority and/or environmental consultancy.
- 5 years minimum experience in producing permit applications and/or contaminated land reports and/or waste planning applications.
- 5 years minimum experience in conducting legal compliance audits and other management system audit processes

Desired

- MSc in an environmental management or equivalent
- NEBOSH Certificate
- Practical experience in environmental or wastes management

JOB DESCRIPTION



- Management of team
- Practical experience and team management of environmental monitoring services

COMPETENCY REQUIRED

Communication Skills	Delivers information to others using the appropriate communication method. Actively listens and checks to ensure their communication and others understanding is consistent.
Driving Results	Shows clear understanding of team working and how individual actions impact upon the Business', along with realisation of the necessity to drive towards delivering excellent quality standards. Show responsibility for own actions.
Planning and Implementation	Need to demonstrate initiative and be a self-starter. Need to plan ahead and prioritise daily, weekly and monthly tasks. Need to organise and show support and mentoring of others.
Customer service focus	Demonstrates customer satisfaction in their own behaviour acting as a role model for others by championing the importance of offering excellent service to all clients. Has the confidence to liaise and provide appropriate advice to clients, even when not what they want to hear. Demonstrates a sincere need to aid and assist the customer in achieving their objectives for business improvement.
Confidence	Shows confidence in self, team and business.
Self Development	Strives to enhance their own abilities to learn new things and develop themselves both with company support and individual learning. Demonstrate the ability to "self motivate".
Business Awareness	Shows clear understanding of business, industry and market place.
ISO9001, ISO14001 and OHSAS18001/ ISO45001	Shows general understanding of the requirements of the international standards
Legislation	Demonstrates high level of knowledge and expertise of requirements of environmental and health and safety legislation. Interprets competently performance of operations and processes against legislation.
Auditing	Demonstrate proficiency in auditing [management systems and compliance with statutory and regulatory obligations