

JOB DESCRIPTION

JOB TITLE	Environmental Consultancy Apprentice (Degree Level Apprenticeship)
REPORTS TO	Line Manager: Senior Consultant – Graeme Outridge Mentor/Coach: Environmental Consultant – Josh Freeman
OVERALL OBJECTIVE	Develop knowledge and understanding to progress towards being an Environmental Consultant.
KEY JOB AREA	Maintaining and ensuring calibration of equipment Setting and working to a programme Carrying out monitoring/sampling at sites Ensuring quality and standards of construction are maintained Adhering to safe working practices Writing accurate reports Ensuring records of work, time, and client contact are maintained accurately

SPECIFIC JOB TASKS AND ACTIVITIES

1. Ensuring programme for monitoring is set and maintained.
2. Ensuring reporting timescales are met in agreement with clients.
3. Undertaking environmental monitoring of waste management and other sites.
4. Liaising with clients in order to provide an excellent service and rectify any problems, offering solutions, whilst maintaining service standards.
5. Producing well-presented and accurate documents to report and interpret data.
6. Undertaking construction quality assurance (CQA) inspections/supervision and geotechnical testing for engineering projects.
7. Assisting and taking part in investigations for contamination status of land and producing accurate reports.
8. Completing accurate records of time and expenses spent on individual client work
9. Ad-hoc duties as required by the Consultant or Director.

QUALIFICATIONS AND EXPERIENCE

Mandatory

- You need to have the right to work in the UK.
- Applicants require 112 UCAS tariff points which is equivalent to BBC at A-level, (excluding General Studies) or a relevant Level 3 Technician Apprenticeship. You also need five GCSE's at grade C/4 or above including Maths and English.

Helping clients prosper through compliance

- You need to be capable of learning how to draft a well written technical report and you will also need to demonstrate your mathematical and numeracy capability beyond level 2 throughout your Apprenticeship.
- You can demonstrate a passion for environmental issues such as green industries, sustainability or clean energy generation, which may have been demonstrated through your voluntary work or hobby activities.
- You will need a full UK driving licence as you will need to travel to client sites which are not accessible to public transport.

Desired

- Strengths and interests in science subjects is desirable.
- Access to a car is desirable.

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. Presents documents in a clear manner and in a format pleasing to the eye.
DRIVING RESULTS	Shows clear understanding of team working, how individual actions impact upon the Business, and the necessity of delivering excellent quality standards. Shows responsibility for own actions.
PLANNING AND IMPLEMENTATION	Needs to work to planned programme. Needs to be flexible should priorities change in discussion with Line Manager.
CUSTOMER SERVICE FOCUS	Understands the importance of offering excellent service to all clients and to keeping them informed of any relevant issue.
CONFIDENCE	Shows confidence in self, team and business.
SELF-DEVELOPMENT	Strives to enhance own abilities to learn new things and develop knowledge and skills with company support and individual learning. Demonstrates the ability to “self-motivate”.
BUSINESS AWARENESS	Develops a clear understanding of business, industry and marketplace, and understands the need for confidentiality.
OTHER REQUIREMENTS	<p>You will be supported to enable you to work to Level One Technician on the Wiser Environment Competency Framework and Skills Matrix during your first year of employment. You will be expected to align with Wiser’s Core Values.</p> <p>You will need to comply with and uphold Wiser’s Equal Opportunities and Dignity at Work Policy including challenging and dealing appropriately with any discrimination or inappropriate behaviour towards Wiser’s employees and customers.</p>