

Staff Grade RSK Biocensus - Assistant Consultant

Main function

An Assistant Consultant is responsible for supporting more senior members of staff in the delivery of projects, from commencement to completion and close-out. You will be expected to carry out all your work with an appropriate level of care and attention, compliant with RSK procedures and completed following the instructions given by the senior member of staff. You will be expected to demonstrate good communication with your team members and your peers. You will be self-motivated, exhibit a proactive approach and work well within a team environment.

This job description also applies to short-term appointments (*seasonal* or *graduate* ecologists).

Qualifications & Experience Requirements

Typically, you will hold at least a first degree in a relevant discipline, and a full driving licence. Experience of ecological issues or ecological consultancy through placements or internships, or through volunteering, is advantageous.

Memberships

You will understand the requirements and route to membership of an appropriate professional institute. For the majority of ecologists, this will be CIEEM¹ and, as an Assistant Ecologist, you should aim to apply for 'Qualifying' membership (or above) within three months of employment. You should make yourself familiar with the CIEEM Competency Framework and the requirements for CPD, which you must meet. You must abide by CIEEM's Code of Professional Conduct.

Key Skills Required

You will:

- o have a good understanding of RSK's SHEQ requirements and how these apply to the management of small tenders, projects and other tasks
- o develop a robust understanding of RSK Biocensus' project management requirements, including how and where information is saved, requirements for version control and the requirement for technical and commercial reviews for projects and tenders
- o have an appreciation of how contractual conditions affect our business and need to be considered
- o develop your knowledge of project management and (if appropriate) an interest in developing your experience and skills
- o demonstrate a developing knowledge and understanding of your technical discipline including the current methods, legislation, techniques and guidance which direct the services we provide
- o understand the purpose and basic principles of ecological impact assessment (EclA) and be familiar with the British Standard for biodiversity (BS42020), which sets out how to be a consultant
- o have a reasonable understanding of ecological principles and survey techniques, and be able to identify common fauna or flora
- o be able to carry out simple analyses, and interpret data, based on accurate and verifiable numerical calculations where appropriate, and draw out valid conclusions, using relevant software
- o communicate confidently with peers relating to project work, whilst understanding your limits and knowing when to ask for help
- o listen effectively to RSK colleagues and team members, ensuring instructions are understood and carried out correctly
- o be aware of the importance of identifying and engaging with stakeholders
- o demonstrate good writing skills and the ability to produce robust written deliverables on behalf of the business
- o be able to produce competent PowerPoint presentations
- o have a good appreciation of the services that RSK provide in the UK across all of our office locations

¹ An alternative institute may be more appropriate to some roles; this (and an equivalent level of qualification) should be agreed with your Line Manager.

Line Management

You will report to your line manager and will be expected to take direction on the work to be undertaken from both senior staff and project managers for specific project-related work.

Typical Duties & Responsibilities

Duties and responsibilities for this role include the following:

- o developing your professional knowledge and skills; maintaining a personal CPD record and an up-to-date professional CV
- o actively using the PDR process to set objectives for the year ahead that develop your skills and competencies in line with the team's needs and your interests and aptitude
- o acting at all times with professional integrity, and exercising sound professional judgment within (and recognising the limits of) your competence
- o managing your workload, giving priority to the tasks that need to be completed first
- o displaying a commitment to the work that is produced, promoting RSK in a positive light to clients and competitors
- o assisting senior colleagues in managing the projects that RSK Biocensus undertakes, including assisting with project finances, assisting in the production of deliverables in line with the client's expectations, and helping to ensure deliverables are submitted on time
- o working in compliance with our SHEQ Management System
- o building relationships with team members of other RSK departments, particularly those which have a close working relationship with RSK Biocensus
- o completing fieldwork, including out-of-hours surveys, travelling as required and working away from home
- o overseeing aspects of site work and undertaking practical elements of habitat management or creation, under supervision
- o complying with appropriate biosecurity protocols
- o collating and reviewing material for desk-studies or research
- o assisting with the delivery of survey and research reports, to include document reviews, statistical analyses, reporting
- o assisting colleagues when they are under pressure to meet clients' expectations
- o attending meetings with colleagues and positively contributing to the discussions; including client meetings where appropriate
- o working with clients, with the support of more senior colleagues, undertaking tasks within your technical discipline
- o representing the company at external events as required and directed, including events relating to professional membership
- o attending local and regional team meetings
- o collaborating with RSK Biocensus colleagues and other RSK Business Units for the benefit of the company
- o carrying out administrative and supporting tasks
- o understanding the need to prioritise chargeable work to contribute to the overall business plan targets
- o completing and submitting timesheets in a timely manner at the end of each week
- o acting at all times to promote the environmental and sustainability goals of the business

To move from Assistant to Consultant grade, you would need to demonstrate significant advances in professional abilities since graduating, typically demonstrating both technical and project management experience. You will have achieved Associate membership of CIEEM. You should be confident about taking a key role in a project under the supervision of colleagues. Your line manager will assist you by setting appropriate relevant objectives with you, and you should take responsibility for achieving them.

RSK is an international company with offices across Europe and the Middle East, and with operations and prospects for project work in numerous countries around the globe. You should be aware of the opportunities for international work and should be prepared to give reasonable consideration to undertaking overseas postings on an agreed and as-required basis.