

JOB DESCRIPTION

Job Title: Assistant Environmental Consultant	Date 14/03/2007
1. Purpose of Job To assist with all aspects of the company's flood risk and incident management activities, and in particular: <ul style="list-style-type: none">• undertake flood risk assessments• assist with emergency exercises and training events• provide technical support to feasibility and management studies	
2. Organisation and Job Context RAB Consultants specialise in flood risk and incident management. Our aim is to help our clients understand and reduce environmental risks through effective planning and innovative thinking. Our values are to deliver to the agreed quality, time and budget by fostering a partnership approach with clients. Since establishment in 2002, our values have ensured an impressive portfolio of projects and a reputation for excellence in meeting and exceeding client's aims and specification. Our principal client is the Environment Agency. The projects we undertake are both diverse and challenging, ranging from strategic national projects and exercises to local implementation plans and training.	
3. Principal Activities a) Flood risk assessments The post holder will undertake flood risk assessments in accordance with the requirements of PPS25/TAN15, including liaison with the Client and Environment Agency, topographic survey (as required), hydrological and hydraulic analysis at the site and reporting of findings and recommendations. b) Exercise Planning and Delivery The post holder will assist with the development and delivery of emergency exercises by: liaising with the exercise stakeholders to determine the scope of the exercise; developing exercise scenarios and supporting material; assisting the exercise director during the exercise; assisting with post exercise assessment and reporting. c) Technical support The post holder will provide technical support to all areas of company activity, such as: report writing; analysis and presentation of statistical information and data; undertake appropriate research using the internet, literature reviews and interviews; undertake project management and quality assurance activities.	

4. Knowledge, Skills And Experience

The post would suit a newly qualified person or someone with up to 3 years previous experience with a salary to reflect this.

The post holder is expected to be:

- A graduate in an appropriate engineering or environmental discipline and may be working towards corporate membership of a relevant institute. A qualification related to hydrology would be an advantage;
- A driver with a full UK driving licence;
- An excellent communicator with a high level of interpersonal skills including, assertiveness, decisiveness, persuasiveness and interpersonal sensitivity in order to develop effective working relationships;

In addition the post holder must have:

- Good administrative and organising skills;
- a working knowledge of standard MS Office packages including Word, Excel and PowerPoint (experience of Autocad and/or GIS (MapInfo) packages would also be an advantage);
- Excellent technical report writing skills.
- Experience of FEH techniques, hydraulic modelling (HECRAS) and flood risk assessments would be an advantage.

5. Planning and Organising

The post holder will need to:

- Continually analyse and respond to clients needs and plan the achievement of short and medium term project objectives working within time horizons generally between 1 and 3 months.
- Manage, organise and plan an individual workload, which deals with a wide range of projects. Ensure that demands and priorities of clients are met within the context of team objectives and that legislation and policy are complied with.
- Apply relevant project management skills to ensure completion of assigned projects to specification, budget and timetable.
- As a member of the team, the post holder must contribute to ensuring the effective and efficient use of resources.

6. Creativity And Problem Solving

The post holder will need to demonstrate creativity and problem solving in order to:

- Balance the often-conflicting arguments of cost effectiveness, environmental impact and the client's interests when recommending or determining action to take: anticipate problems and consider the potential ramifications of the

proposed actions.

- Assess and use the most effective interpersonal approach to facilitate team working, ensure that any conflict with other team members is dealt with constructively, and that diversity within the team is recognised.

7. Working Relationships

The post holder will work closely with other team members to discuss work and issues relating to performance.

The post will also entail external relationships necessitating the frequent exchange of ideas and information with the following:

- Environment Agency Staff
- Local Authority Emergency Planning staff.
- Representatives from the emergency services.
- Clients.
- Suppliers and company associates