

Environmental/Social Researcher or Consultant Job Description

Collingwood Environmental Planning

Collingwood Environmental Planning (CEP) is the leading consultancy specialising in strategic and practical sustainability issues and we achieve this through our skills, expertise and experience across five key areas:

- Governance
- Knowledge brokerage
- Capacity Building
- Research and creative thinking
- Policy and decision-making tools and approaches

We work with our clients to deliver sustainable solutions to challenging issues, providing a professional, conscientious and innovative approach.

The practice undertakes commissions for a variety of client groups, including central and local government, government agencies, NGOs, and private companies in the UK and internationally. Whilst operating independently, we have well-established links with an extensive network of complementary specialists in academia and consultancy with whom we regularly work.

Job Outline

This job description outlines the duties of an Environmental/Social Researcher or Consultant at CEP. The postholder will undertake a variety of tasks contributing directly to a range of projects, under the direction of a Project Manager. Research and drafting reports to a high standard will be a key part of the role. The project work is likely to include commissions relating to:

- Social research, including qualitative and quantitative methods
- Climate change adaptation
- Impact assessment (e.g. environmental, social, health) and policy evaluation
- Water management (flood, resources)
- Natural environment, including ecosystem services
- Stakeholder engagement and participation
- Environmental policy analysis and legislation at UK and EU levels.

The postholder will be required to work flexibly in response to the demands of a small consultancy.

Duties and Responsibilities

Project-related

Specific duties of the post will vary as project needs dictate, but are likely to be drawn from the following:

- assisting in the preparation of proposals and tenders under the guidance of a Technical Director or Principal Consultant. Conducting background research and drafting text; requesting and reformatting supporting documents (e.g. CVs and practice profiles) from collaborators, ensuring that all documents are in a consistent format, proof-reading, producing the final proposal/tender and ensuring timely submission;
- writing, editing and proof-reading reports and other outputs;
- preparing presentational material, including using Powerpoint or other software, occasionally delivering presentations and drafting journal papers;
- providing innovative and creative thinking at an appropriate level;
- agreeing work programmes and time inputs with the Project Manager and ensuring that all tasks are carried out in accordance with the programme;
- liaising with partners, sub-consultants and clients on technical matters relating to projects, including, where necessary attending meetings on behalf of CEP and producing meeting notes;
- undertaking research using a variety of sources (e.g. web-based searches, literature reviews and structured and informal interviews) and analysing the results;
- undertaking site visits, where necessary, and recording findings;
- analysing and presenting data, including use of spreadsheet and database software;
- assisting in the organising and smooth-running of events (e.g. workshops and training events);
- managing and planning workload on a day to day basis, including maintaining timesheets as appropriate;
- keeping appropriate records to ensure that CEP's invoicing is accurate.

General

- routine administrative tasks in relation to the general running of CEP;
- keeping abreast of relevant professional developments elsewhere and applying these appropriately to CEP's work;
- assisting in the generation of new business;
- keeping the office library and document sources up-to-date;
- assisting with report-submission production, such as binding reports, etc.

Salary: Researcher £20,000p.a./Consultant £23,000p.a. (pro rata for 6 months)

Working hours: Full-time

Location: London, SE1

Environmental/Social Researcher or Consultant Person Specification

Skills

Essential

- ability to understand complex information and use it to produce written outputs at a level which is appropriate to the intended audience
- excellent written skills which have been developed through drafting text, copy-editing, proof-reading and editing work contributed by others
- excellent IT skills (especially Microsoft Office, email, internet searching)
- excellent communication and interpersonal skills
- good range of administrative skills
- highly organised with good time management

Experience

Essential

- For Consultant level appointment, relevant work experience (18 months minimum)
- Research skills and experience in a relevant area

Desirable

- working within a consultancy or small team
- organising events/training
- attending meetings and taking notes
- updating websites
- using GIS software

Qualifications/Education

Essential

- relevant first degree (e.g. environmental science, environmental planning, town planning, social science, geography)
- Masters degree in a relevant discipline or substantial work experience at a level comparable to the demands of a Masters degree

Personal Qualities

Essential

- commitment and enthusiasm for CEP's areas of work
- ability to prioritise work effectively and balance competing demands without close supervision
- adaptability and flexibility in response to changing work demands
- able to demonstrate an appropriate level of initiative
- good team worker
- willingness and capacity to learn quickly
- appreciation of the particular demands of working in a small consultancy