



Green Infrastructure Consultant

Location: Wales - South

Salary: £30,000.00 - £35,000.00 + Discretionary Bonus + Company Benefits

Contract Basis: Full-Time - Permanent

Job Purpose:

To assist in the promotion, planning, survey, design, specification, and sign-off of green infrastructure projects. Develop and maintain positive day-to-day relationships with existing and new clients as well as internal colleagues to ensure that outstanding service is provided, working with other team members both in design and technical input. Work closely with your line manager and the Directors to assist, and where required, lead on projects.

Key Accountabilities:

- To ensure that you fully understand your role in delivering both the company business plan and objectives.
- Work with your line manager in the production of designs and specifications as required from our client base, both internal and external.
- To plan and manage your time efficiently and effectively to ensure that you maximise productivity, whilst providing regular feedback on activity to your manager.
- To assist with the smooth functioning of the business organisation.
- Where required, consult with clients in developing new and existing relationships, enhancing the business profile, and offering.
- To ensure that all relevant market information is shared with your line manager and agreed strategy is acted upon.
- To ensure all projects are tracked throughout the procurement, design, and installation stages.
- Ability to work with the latest design and reporting software and able to prepare quality reports.
- Working closely with colleagues across the business.
- To manage and update all records on the company database, including the tracking of all time and commercial elements.
- To continuously develop and demonstrate your technical competence and understanding via your designs, reports, and specifications.

The above list is not exclusive or exhaustive; post holders are expected to be professional, cooperative, and flexible in line with the needs of the post, department, and the needs of Company.

Qualifications:

- Relevant degree(s) or equivalent (requirement)
- Chartered Member of the Institute of Ecology and Environmental Management, Chartered Environmentalist (or agreed alternative) or working towards this (desirable)

Experience:

- Relevant experience in landscape architecture or ecology practice or in the green infrastructure sector.
- Experience in maintaining and developing client, consultant, and contractor relationships.
- Experience working in the survey, design, and specification of green infrastructure (experience with green roofs, green walls, and rain gardens desirable).
- Experience in developing detailed written specifications and reports.
- Working to tight deadlines.
- Experience in working to and achieving targets.
- Willingness to work in a small office.

Knowledge:

- Knowledge of the green infrastructure industry.
- Knowledge and experience in building practice and emerging trends.
- Good knowledge of green infrastructure and current sustainability issues.

Skills and Abilities:

- Design a variety of projects, including urban and rural schemes.
- Liaise with designers to assist them in accurately preparing and presenting detailed plans and working drawings of the design, including construction details and specifications for the project using computer-aided design (CAD) packages or similar design software.
- Liaise closely with management and the rest of the team to achieve client goals.
- Conduct site visits as required.
- Ensure deadlines are met.
- Achieve company-set measures and standards.
- Consult with other professionals on the project.
- Where possible, generate new business opportunities.
- Ability to act upon your own initiative.
- Ability to plan and organise your time effectively, prioritising key activities and tasks.
- Excellent oral, presentation, and written communication skills.

Additional Requirements:

- Able to use a PC including Microsoft Office applications and other relevant software as used by the organisation.
- Commitment to achieving high-quality outcomes.
- This role requires the post holder to work flexibly outside of normal office hours as required.

As part of your duties, you may need to make yourself available for foreign travel. As such you must be in the possession of a valid passport.

Salary and benefits:

An exciting opportunity to work for a well-established company that offers excellent career progression opportunities.

An excellent benefits package, including:

- 21 days of holiday plus statutory bank holidays & additional days over the Christmas shutdown.
- Pension
- Life Assurance
- Incapacity benefit
- Private Medical Insurance
- Employee Assistance Programme
- DigiCare App
- Free Eye Test
- Salary Sacrifice EV Car Scheme