

Consultant

Alternative titles:

Associate
Graduate Consultant

Role Purpose:

Responsible for providing interpretation, research and advice in response to client needs, project management, field work and client liaison.

Accountabilities:

- Provide prompt technical advice to clients
- Ensure project deliverables and quality objectives are being met
- Provision of timely advice to clients as required
- Management and completion of high-quality reporting and other deliverables
- Complete all research, data compilation, fieldwork, assessment and report writing to a high quality
- Maintain all working documents and project files in an appropriate format
- Report to relevant Managers regarding general project progress, workload and achievement of deadlines
- Undertake office or field tasks as required by relevant Managers
- Ensure projects are conducted in a manner that maintains reputation, protects and minimises adverse risks

Experience/Skills:

- Tertiary qualification in Environmental Science, Engineering or related discipline
- Excellent verbal and written communication skills
- Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines
- Proficient in Microsoft suite of products
- Proficient in software programs relevant to discipline

Years' experience:

0-3 years' experience

Number of reports:

Direct: 0
Indirect: 0