Job Description – Trainee and Junior Consultants

Location:
London (Farringdon) and Bristol

Hours of work:
Full time, 40 hours per week, Monday to Friday, between hours of 09:00 - 18:00.

Start date:
As soon as possible. An indication of the notice period you are required to work out (if relevant) and your earliest possible start date should be identified in your application form.

About the company:
Eunomia Research & Consulting is an independent environmental consultancy working primarily in the fields of waste management, resource efficiency, low carbon energy, marine planning and climate change mitigation. We employ around 70 members of staff and have offices in Bristol, London, Manchester, Brussels, Copenhagen and Auckland; working throughout the UK, EU Member States and beyond.

We are at the leading edge of a number of areas of environmental policy which are critical in the eyes of governments, and we punch well above our weight in terms of influence on public and private sector clients alike.

We are flexible towards service delivery and are able to respond to the particular needs of a range of clients from the private and public sectors. We are appointed advisors to many types of organisations in the UK including national governments and departments, local authorities, project development and technology companies, utilities, private equity funds and lenders. We are also advisors to the European Commission, European Investment Bank (EIB), OECD and UNEP. Our reputation for staying in touch with – and occasionally ahead of - emerging policy is therefore second to none. This ability to ‘predict the future’ allows us to efficiently focus our private sector client support and advisory services.

Job description:
We are recruiting full-time permanent Trainee and Junior Consultants. The Junior Consultant role is suitable for candidates with at least one to two years of relevant full-time experience. The Trainee Consultant role is an entry level position open to candidates that have limited (such as a relevant internship) or no relevant work experience.
The successful candidates will primarily work closely with – and be mentored by – our experienced Senior Consultants on the wider portfolio of projects that Eunomia undertakes, relating to waste and resource management, environmental policy, energy and marine services. Duties may include but not be limited to:

- Market appraisals;
- Data analysis;
- Primary research, including designing and conducting interviews and surveys;
- Policy evaluation in the fields of waste, marine and low carbon energy;
- Economic assessments, including cost-benefit analysis;
- Life cycle assessment;
- Carbon foot-printing / appraisal of greenhouse gas emissions;
- Project support and management; and
- Bid support.

The successful candidates will spend their time learning our trade by shadowing senior team members, by supporting the team in day-to-day activities and by delivering outputs for clients. Eunomia takes the view that Trainee and Junior Consultants should be invested in and will, ideally, progress within the company at a pace determined by their abilities.

**Key relationships:**

- Senior Consultant;
- Other company staff;
- Clients; and
- Prospective clients.

**Reports to:**

Senior Consultant.

**Person specification:**

We are seeking a highly motivated and high calibre candidate to fulfil the roles. Candidates should reflect our values and commitment to quality and are expected to be self-disciplined, well organised and to be able to present themselves in a professional manner. A personal interest in, and commitment to, environmental and sustainability issues is expected.

**Essential:**

- Educated to at least degree level (and perhaps a post-graduate qualification as well) in relevant discipline, or with practical background or experience relevant to the job description;
- Excellent data research, collection and analysis skills, including the ability to work with and manipulate large datasets;
- Excellent all-round IT skills, including the use of Microsoft Office;
• Good verbal and written communication skills including experience in writing technical reports (either as part of a degree or practical business experience);
• Proven organisational skills, working in a calm, logical way to deliver tasks efficiently;
• A methodical and rigorous approach with a high level of attention to detail;
• Ability to apply practical, common sense thinking to real-world problems;
• An understanding of the commercial aspects of the environmental consultancy sector;
• Ability to work collaboratively in a team environment with multiple colleagues, peers, and external clients; and
• Ability to think creatively and independently and to take initiative to solve problems.

And on a personal level:
• You are a confident and clear communicator;
• You can motivate yourself to work independently and fit well within a team; and
• You are enthusiastic, can inspire others and enjoy working hard to make a difference.

Specific Tasks
Tasks undertaken will vary according to the contracts and clients. However the following types of tasks are likely to be commonly required:

• Client meetings and liaison;
• Meetings with stakeholder groups;
• Contributing to and independently delivering presentations;
• Research;
• Report writing;
• Data analysis;
• Development and operation of spreadsheet based models;
• Timekeeping; and
• Project management.

Employees are also encouraged to comment on the development of the company and to propose improvements in policies and procedures as appropriate.

Remuneration
Trainee role: £17,500 to £19,500, depending on qualifications and experience.
Junior Consultant role: £19,500 to £25,000, depending on qualifications and experience.
London based staff will receive an additional £3,000 in accordance with Eunomia’s London Weighting Allowance policy.
Benefits

- Death in Service scheme;
- Private Healthcare;
- Group Pension; and
- Income Protection Scheme (after completion of probationary period)

Holiday Entitlement

24 days per year (plus Bank Holidays) rising by 1 day for each full year of service to a maximum of 30 days per year.

Application information

In order to be considered all applications should be submitted electronically to adminteam@eunomia.co.uk and must include the following:

1) A formal covering letter (maximum 1 page of A4), addressed to Nick Stott summarising the reasons for applying for the post, your suitability for the post, and why you would like to work for Eunomia.

2) A completed application form which should be downloaded from http://www.eunomia.co.uk/about-us/working-eunomia/
The completed application form should contain all of the necessary information required by Eunomia, including which grade and location you are applying for.

3) Please feel free to also submit a CV, but applications that don’t include a complete application form will be rejected.

4) The deadline for applications is **9am on 28th November 2016**

5) First interviews will be held at Eunomia’s offices in either Bristol or London during early December 2016 with second interviews, if required, at a date to be confirmed.

Hardcopy applications and CV-only applications will not be considered.

If you do have any queries please submit these to Nick Stott by email or phone to: adminteam@eunomia.co.uk | 0117 917 2250

The Company reserves the right not to appoint anyone if no suitable candidates come forward.

Eunomia Research & Consulting is committed to Equal Opportunities and is a Living Wage employer.

Company no. 4150627