

# Job Description – Environmental Trainee Consultant – Waste, Resource Management and the Circular Economy (US)

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## Location:

Reporting into New York City Head Office, location flexible depending on terms agreed with the successful applicant. Occasional travel to NY City Head Office.

## Hours of Work:

Full time, 45 hours per week, Monday to Friday, between hours of 9:00 - 18:30.

## Start Date:

As soon as possible. An indication of the notice period you are required to work or graduation date (if relevant) and your earliest possible start date should be identified in your cover letter.

## About the Company:

Eunomia Research & Consulting is an independent and ethical environmental consultancy. We are a mission-oriented business and our goal is to be influential in bringing about positive change: we embrace this in all that we do.

Eunomia work primarily in the fields of waste management, resource efficiency, circular economy, low carbon energy, marine planning and climate change mitigation. We employ around 120 staff and have offices in the UK, Brussels, Athens, New York, Sydney and Auckland.

Eunomia's client base in the North America includes, state governments, multi-national consumer goods companies, equity investment funds as well as international NGO's.

Our desire to lead by example, and our enthusiastic and supportive team, makes Eunomia a stimulating and rewarding place to work.

If successful you will be joining a team that is expected to double over the next year with significant growth over the next 5 years.

## Job Description:

We are recruiting a full-time permanent Trainee Consultant. The Trainee Consultant role is an entry-level role suitable for candidates with up to one to two years of relevant full-time or internship experience.

The successful candidate will primarily work closely with – and be mentored by – our experienced senior staff on the wide portfolio of projects that Eunomia undertakes, relating to waste and resource management, environmental policy, energy and marine services. Duties may include, but will 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 candidate 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 Consultants should be invested in and will, ideally, progress within the company at a pace determined by their abilities.

#### **Key Relationships:**

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

#### **Reports to:**

Senior staff member

#### **Person Specification:**

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

#### **Essential:**

- Bachelor's degree level in a relevant discipline, or the candidate can demonstrate practical background or experience that is 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, high proficiency with Excel preferred;

- Strong report writing skills and excellent written English, developed either as part of a degree or practical business experience;
- Proven organizational 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 consulting sector;
- Acceptance of needing to work on many different projects at different levels from note taking to presenting on a specific topic area researched.
- 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.

### Desirable:

- Good technical knowledge, ideally based on practical experience, in at least one of the following areas:
  - Waste collection systems;
  - Waste treatment infrastructure, such as transfer stations and HWRCs;
  - Resource efficiency and other sustainability issues for businesses;
  - Renewable heating technologies;
  - Energy efficiency measures;
  - North America environmental policy and legislation, e.g., extended producer responsibility, stewardship models, and climate change;
  - CO<sub>2</sub> emissions estimates and approaches to emissions mitigation; or
  - Creating and using mathematical models to describe real-world problems;
- A demonstrable commitment to continuous learning and improvement so as to achieve high standards.

### 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.
- You are flexible and comfortable under pressure.

### Specific Tasks

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

- Attending and taking minutes at client meetings;
- Meetings with stakeholder groups;

- Contributing to and independently delivering presentations;
- Research;
- Report writing;
- Proposal 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

Approximately \$40,000 plus benefits, commensurate with experience.

### Holiday Entitlement

- 401K retirement plan with Employer contributions up to 4% of salary, on a match funding basis after 6 months of service;
- Life Insurance;
- Sick leave of 7 days per calendar year (pro-rated for part years), with no carry over to the following year;
- Health plan;
- 15 days annual leave entitlement, plus 8 public holidays (pro-rated for part-year working), rising by one day for each additional year's service to a maximum of 20 days.

### Application information

In order to be considered all applications should be submitted electronically to [jobs@eunomia.co.uk](mailto:jobs@eunomia.co.uk) by the closing date of 25<sup>th</sup> April 2021 and **must include the following:**

- 1) **A formal covering letter (maximum 2 pages) should be submitted in a word format, not PDF** addressed to Sarah Edwards summarising your reasons for applying for the post, your suitability for the post, why you would like to work for Eunomia, where you saw the post advertised and your salary expectations.
- 2) **A resume (maximum 2 pages) to be submitted in a word format, not PDF** and contain all of the necessary information required by Eunomia.

All applicants must have a visa to be able to legally work in the US or Canada.

Hardcopy applications will not be considered.

No agencies please.

If you have any queries please submit these by email to: [jobs@eunomia.co.uk](mailto:jobs@eunomia.co.uk)

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

Eunomia Research & Consulting is committed to protecting data and respecting the privacy of persons it deals with. In so doing, we comply with the requirements of the General Data



Protection Regulations (GDPR) 2018. We confirm that in the event you apply for a role within Eunomia, your details will be securely held by the company in line with the company's Privacy Policy which is available on Eunomia's website. We encourage you to read this policy in order that you understand our legitimate reasons for processing your data, as well as your rights with regard to submitting your personal information to us with regard to recruitment.