



ASSOCIATE (EIA) PERSON SPECIFICATION

1. SECTION 1

Job title: Associate (EIA)

Department: Strategic Planning/Impact Management

2. SECTION 2: SELECTION CRITERIA

Relevant Experience:

A minimum of 5 years post qualification experience in an environmental or planning consultancy or public sector environment or closely related professional field.

Preferred Education and Training/Qualification/Background:

We would expect candidates to have a first degree or master's degree in one of the following subject areas, accredited to the relevant professional body:

- Environment and Development
- Environmental Policy
- Planning
- Public Health
- Social Policy
- Social Impact

Personal skills, abilities and competencies

- Good knowledge of current and emerging Environmental Impact Assessment (EIA) legislation and current professional best practice (*Essential*)
- Working knowledge of current and emerging Town Planning legislation, policy and professional best practice (*Essential*)
- Working knowledge of current and emerging environmental and planning legislation and policy, including the Habitat Regulations, Environmental Act and Level Up and Regeneration Act (*Essential*)
- Ability to manage a team on large-scale projects and autonomously manage smaller projects (*Essential*)
- Good knowledge of Microsoft Office Package (*Essential*)

- Methodical, accurate and have excellent attention to detail including accurate reporting skills (*Essential*)
- Critical thinker, able to utilise various types of data and work outside templates (*Essential*)
- Excellent written and verbal communication skills including being able to draft documents with grammatical accuracy and ability to communicate well across all levels of the organisation, building rapport with various stakeholders (*Essential*)
- Time management: able to adhere to strict deadlines whilst working on multiple projects (*Essential*)
- Ability to contribute pro-actively to the operational management of a team including people and workload management and implementation of financial procedures (*Essential*)
- Willingness to participate in business development activities (*Essential*)
- Public speaking and presentation skills (*Desirable*)

Work related circumstances or other special requirements (*e.g., work permits, visas, ability to travel, flexible working, etc.*).

- Right to work in UK for at least 2 continuous years;
- Occasional work and attendance at meetings outside normal working hours;
- A full driving licence or other means of visiting sites in a timely and responsive manner.

3. SOURCES OF EVIDENCE

References, tests, certificates, etc.



JOB DESCRIPTION: ASSOCIATE (EIA)

1. SECTION 1: ROLE PROFILING

Job title: Associate (EIA)

Department: Strategic Planning/Impact Management

Job purpose: to support Planning Directors in delivering successful and profitable projects

Contract duration: Permanent

Reports to: Director Level

Salary/Grade: TBC dependent on experience

Current Base (location): London (Farringdon). Flexible working arrangements available.

2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

Iceni's Impact Management Team has a market leading role in supporting the development industry to assess the environmental, social and economic impacts of developments.

The role will be integral to the continued growth of the team and the operation of the team on a day-to-day basis, key activities will include:

- Assisting with the management of the Impact Management Team – workload management, resourcing, line management, financial management
- Undertaking quality assurance of technical work – Environmental Impact Assessments in line with the EIA Regulations and a range of related outputs such as EIA Screening and Scoping Requests, ES Addendums and Statements of Conformity, taking account of:-
 - Industry best practice
 - Local requirements and strategy
 - Client requirements
- Project management of larger projects including taking responsibility from inception through to completion of large and sometimes complex projects - including management of multi-disciplinary teams, drafting of documents and advising on EIA strategy
- Representing Iceni and their clients at project team meetings
- Engaging with a range of stakeholders including local authority officers, community groups, statutory consultees and other service providers and bodies

- Keeping informed about relevant planning and environmental policy and best practice approaches to undertaking impact assessments. This may involve attending external events for training and marketing
- Assisting with business planning and marketing including identifying opportunities and gaps in the market
- Business development
- Helping Icenl maintain its IEMA Quality Mark accreditation;
- Drafting fee proposals and tenders
- Customer care – maintaining strong relationships with colleagues, clients and fellow professionals
- Working independently, using your time effectively

3. **SECTION 3: GENERAL RESPONSIBILITIES**

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)