

JOB DESCRIPTION – ENVIRONMENTAL PROJECT MANAGER

Job Purpose

As an Environmental Project Manager you will be expected to be able to manage projects, conduct discussions with clients and 3rd parties and to prepare technical reports.

Key Responsibilities/Duties

Your key responsibilities and duties will include the following:

- Preparation of proposals and tenders for new work up to value of £25,000
- Project manage contracts up to a value of £100,000
- Prepare and supervise fieldwork including subcontractors, suppliers and WD field staff
- Conduct liaison with client representatives relating to projects
- Management of discussions with relevant 3rd parties, such as Local Planning Authorities, Environment Agencies and NHBC.
- Prepare and monitor financial project information
- Organise compilation of technical reports for review by WD Head of Projects
- Adherence to WD Business Management System
- Adherence to the WD Health and Safety Policy

Personal Development

Training will be given to ensure that you are fully compliant with in house procedures. You will also be encouraged to attend external training courses and to become a member of a relevant professional organisation.

Key Requirements

The key requirements of this position will be as follows:

- You will have a BSc in a relevant Earth Science discipline.
- Have at between 3 to 5 years relevant project work experience
- Hold a UK Passport
- Hold a UK Driving Licence

Chain of Command

You will report to the WD Head of Projects who will also act as your mentor.