

OAKDENE HOLLINS

Job Title: Technical Consultant

Based at: Aylesbury office

Oakdene Hollins is a leading expert in the Circular Economy and can offer the successful applicant the opportunity to work with globally renowned worldwide clients, public sector policy makers and leading trade associations. The work is both interesting and challenging, and you will be working with people who have a keen interest in the circular economy, sustainability and the environment. It is therefore critical that you can demonstrate your interest in these areas.

We operate flexible, family-friendly working arrangements with generous holiday benefit, company pension contribution and free parking.

Salary dependent on qualifications and experience - range £25k - £33k

Job summary:

To deliver insight from quantitative and qualitative data and deliver findings in a written, verbal or diagrammatical form for clients, and associated activities for clients in the areas of circular economy, sustainability and the environment.

To research and gather evidence for forming policy for strategic decision making

Qualifications:

Minimum entry requirements are:

- first degree and relevant demonstrable postgraduate experience; or
- first degree in a science discipline and a relevant post graduate qualification; and
- evidence of involvement in / delivery of projects in an academic or commercial setting

The ideal candidate will have a strong interest in and understanding of the circular economy, sustainability and the environment, and be able to demonstrate good communication skills, both written and verbal. Confident in compiling information, data analysis and creating persuasive presentations.

Key minimum capabilities & skills should include:

- Good written communication skills
- Comfortable with verbal communications face-to-face and on the telephone
- Comfortable with basic research techniques and data analysis techniques
- Ability to use Excel at an advanced level
- Ability to use Word, Powerpoint, Infographics
- Good attention to detail
- Ability to work in a team
- Completer-finisher
- Good time management and organisational skills
- Takes personal responsibility for tasks
- Creative thinker
- Ability to think strategically
- Ability to draw technical and strategic conclusions from research
- Commercial astuteness
- Interest in social media

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- Ability to diagnose and define problems and come up with innovative solutions
- Ability to demonstrate considerable independence in the planning and undertaking of research work, in preparing tenders and proposals for clients and in delivering consultancy services to clients in accordance with client proposals, tenders and contracts.
- Experience of Microsoft Power BI and modelling tools would be an advantage.

Outline of the Role:

- Research and analyse information in order to prepare tenders and proposals for clients. This will include problem definition, development of methodology, budgets and costings, writing of proposals and delivery to the client
- Work collaboratively to deliver consultancy services to clients in accordance with client proposals, tenders and contracts.
- Where part of the project team liaise with clients and other consultants to ensure that tasks are completed on time, in full and within budget as per the requirements of the project manager
- On smaller projects where you are leading, liaise with client and other consultants to ensure that work of a high quality is delivered in time, in full, within budget and that it meets the clients' requirements and timescales
- Management of junior staff to ensure tasks completed on time and in full
- Mentoring of junior staff and ensuring they are comfortable with and technically capable of the tasks assigned
- Develop client interactions and relationships to become the key client contact and manage/control client expectations whilst being mindful of commerciality, profitability and risk
- Assist in the development of project ideas that lead to proposals for existing or new clients.
- Develop in-depth knowledge of the circular economy and of our products, sectors and competitors
- Public speaking at conferences and networking events and representing Oakdene Hollins at events which may include presenting
- Develop a professional network of potential and existing clients as well as stakeholders in the key sectors in which we work. Use this network to keep abreast of current developments and new business opportunities.
- Travel in the UK and Europe as required

To apply please send your CV to jobs@oakdenehollins.com and a 200 word piece on a Circular Economy innovation that has excited you.