



JOB DESCRIPTION

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| Job title |
| Graduate Environmental Scientist |
| Name of person or job role reporting to |
| Senior Project Manager / Project Team Leader |
| Responsibilities |
| <ul style="list-style-type: none">• Performance and management of specific technical tasks under the supervision of senior site colleagues, Project Manager, or Line Manager.• Responsible for the sample processing system including sample room, dispatch/collection, containers, laboratory liaison and logging.• Providing technical and project administrative support to senior colleagues including fieldwork, report writing, subcontractor communications and cost appraisal.• Responsible for completing allocated tasks on time and to budget, as requested by senior colleagues.• Project fieldwork, including emergency response mitigation works, spill and ground investigation techniques, sample collection and logging, supervision of subcontractors, liaison with clients, groundwater and ambient air monitoring.• Compilation of technical reports, preparation of letters and general correspondence.• Carrying out desk based research.• Preparing site plans.• Routine care maintenance and calibration of field equipment and company assets.• Adherence to RSK Raw management systems, including site specific and point of work health & safety risk assessments and method statements.• Maintain accurate site notes, and excellent time management, organisational and communication skills at all times.• Maintain positive relations with current clients and interested parties by ensuring a high standard of work and presentation.• Effective information management and occasional report writing.• In addition to your normal duties, you may occasionally be required to undertake additional work necessary to meet the needs of the business. |
| Additional information: |
| <ul style="list-style-type: none">• We operate a 24/7 response service for our clients, as such you may be required to work out of normal operating hours, for which you are compensated.• Although regionally focussed, there will be a need for travel to cover the needs of the business throughout England, Scotland, and Wales.• The occasional need to stay away from home when required.• Incident response training is provided, and other training and development opportunities will be available.• Opportunities available for collaborative working with other Response and Remediation businesses with the RSK Group. |
| Qualifications/Experience |
| <ul style="list-style-type: none">• Science based degree (essential)• A full, clean driving license (essential)• Computer literate, familiar with Microsoft Office (essential) |



- Basic Project management experience (desirable)
- CSCS (desirable)
- First aid (desirable)
- Working towards membership of a professional body (desirable)
- Some relevant previous experience an advantage (desirable)

I hereby agree that I have read and understood the job description.

Signed

Date