

Job Title:	Senior Consultant		
Unit / Department:	BioRegional China		
BioRegional Grade:	Project Manager		
Salary:	£10,000 - £15,000	Hours	37.5

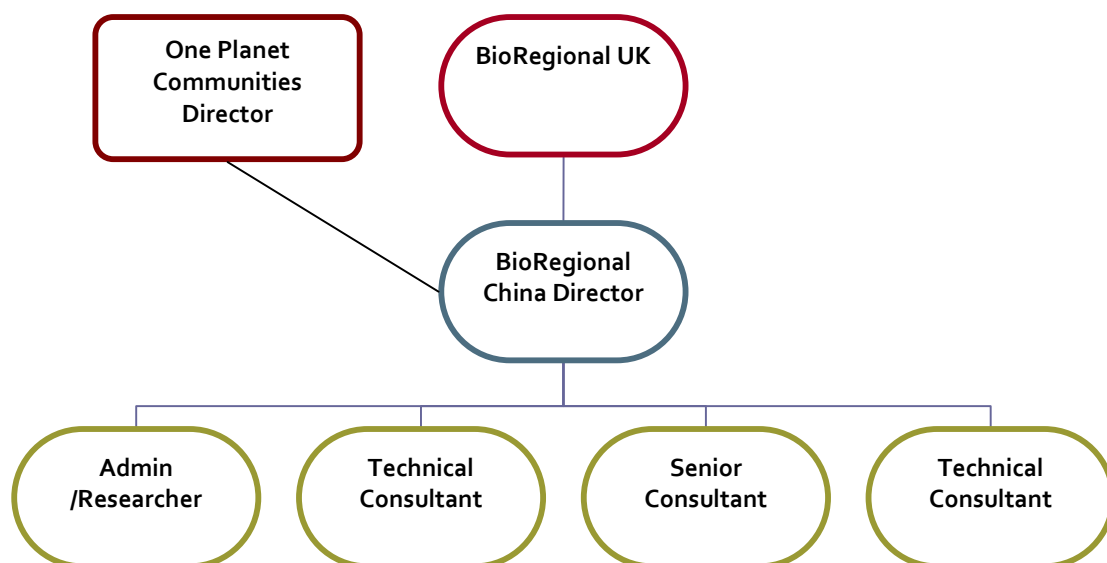
JOB PROFILE

Main purpose of the job

BioRegional's technical team comprises sustainability experts in energy, waste, carbon and ecological footprinting, lifestyles & behaviour change and sustainable construction & materials. The Senior Consultant will manage and deliver a range of projects and support specific activities under the One Planet Communities programme in China. www.oneplanetcommunities.org

The role is suitable for a self-starting individual committed to sustainability who wants to make a difference. The successful candidate will have the chance to expand and develop the role according to their specific skill-set and interests. We are looking for candidates with a strong technical experience gained in one of the following areas architectural design, urban planning, engineering and environmental design, sustainable energy, construction and real estate or environmental research and policy.

Fluency in Chinese and English, written and spoken, is essential. This is a full time position. The role will be based in Chongqing, however opportunities to work in Beijing in future will be available. The successful candidate will be expected to travel within China and overseas for project related business.



DUTIES & KEY RESPONSIBILITIES (part 2)

		%
1	<p>Project management and project delivery:</p> <ul style="list-style-type: none"> • Overseeing and delivering technical projects. In particular One Planet Communities work • Responsible for ensuring that all your projects are on track (time and budget) and that the clients and partners are satisfied • Coaching and mentoring project workers to deliver elements of the projects • Reviewing outputs 	55%
2	<p>Support business development for BioRegional China; develop and convert new leads:</p> <ul style="list-style-type: none"> • Implement the business development plan; identify the target sectors, selection criteria and a plan for converting into new business • Develop a marketable business offer • Creating clear and succinct proposals outlining BioRegional's offer and tailoring it to the clients needs • Presenting to senior executives to persuade them of the merits of the One Planet approach 	40%
3	<p>Other Duties</p> <ul style="list-style-type: none"> • As required 	5%

Person Specification

Criteria	Essential	Desirable
1. Skills/abilities	<ul style="list-style-type: none"> - Fluent in English and Chinese, written and spoken - Excellent written and verbal communication skills, with the ability to engage a wide range of people in an appropriate manner - Self-motivated with flexible attitude and proven ability to manage own time, including priority-setting, multi-tasking and problem solving - Good time management skills, excellent attention to detail and ability to work on own initiative with limited supervision - Ability to trouble shoot efficiently and effectively ensuring that projects stay on track 	<ul style="list-style-type: none"> - Comfortable with a range of software packages and web-based tools
2. Knowledge	<ul style="list-style-type: none"> - Comprehensive understanding of sustainability and environmental issues - Applied knowledge of project management processes and systems including planning, budgeting, monitoring, evaluation and working to tight deadlines 	<ul style="list-style-type: none"> - specialism in an area of sustainability e.g. construction, energy, footprinting etc.
3. Qualifications/ education/training	<ul style="list-style-type: none"> - Strong IT skills with extensive experience of using Microsoft Office programs (Word, Excel, Powerpoint, Outlook) 	<ul style="list-style-type: none"> - Degree level qualification - Comfortable with a range of software packages and web-based tools
4. Experience	<ul style="list-style-type: none"> - Project management experience - Experience of developing business leads and securing new and repeat business 	<ul style="list-style-type: none"> - Experience gained within the sustainability sector an advantage but not essential - Experience of working in the construction or built environment sector: architecture, planning, engineering, construction management, environmental policy and research
5. Other requirements	<ul style="list-style-type: none"> - Personal commitment to the environment - Commitment to the aims and objective of BioRegional and the One Planet Initiative 	