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JOB DESCRIPTION – SENIOR CONSULTANT	FINAL	1 of 1

JOB DESCRIPTION – SENIOR CONSULTANT	
Reports to:	Managing Director
Based at:	Office or home based, with travel throughout the UK.
Overview of Role:	<p>Delivery of consulting services to our clients, you'd be expect to act in the capacity of an Authorising Engineer [Water] for some clients or independent advisor / consultant to others. Providing consultancy services specific relating to water safety hazards such as the risk of bacteriological contamination of water systems, scalding risk, appropriate components and materials [to name a few of the key criteria] for our clients [typically healthcare, local authority, education, housing associations, leisure and hospitality and charities].</p> <p>Duties will typically include attending Water Safety Groups, auditing a clients water safety arrangements, supporting clients with the development and review of their water safety plans, delivery of training courses [from short briefings, awareness sessions, half day and full day courses – the content will vary depending on the training requirements], undertake appraisals of various clients staff [typically members of the water safety group].</p> <p>You'll be expected to work closely with the client, scheduling all the contracted duties from the scope of service, arranging with clients dates and times to ensure all services have been agreed and scheduled. The delivery of service will vary from remote attendance to meetings via Teams and in person attendance with the client – not all of the services can effectively be delivered remotely. All projects that have been scheduled will require project plans to be prepared and agreed with the Contracts Director.</p> <p>As one of the most senior members of the Water Hygiene Centre you'd be expected to be represent the business at networking and technical presentations. As well the being proactively involved in the development of new services and updates to existing services that the Water Hygiene Centre delivers.</p>

Ref:	3.2.2.5_JOB DESCRIPTION – SENIOR CONSULTANT	Author:	DFP	Approved By:	CL	Issue Date:	12/08/2021
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Specification / requirements:	<p>Items 1 to 8 are absolute requirements. Items 9 to 11 would be beneficial but are not an absolute.</p> <ol style="list-style-type: none"> 1. Minimum of 10 years recent relevant water systems experience in one or more of the following areas: <ul style="list-style-type: none"> • Operational Management • Risk Assessment • Design of Water Systems • Project Management • Water Quality / Treatment • Statutory Enforcement • Other related Water Quality / Safety experience 2. Extensive auditing experience. 3. Experience of providing independent advice. 4. Demonstrate understanding of water sampling, testing and analytical results 5. Extensive knowledge of applicable regulations and guidance such as COSHH, ACoP L8, HSG274 parts 1-3, S/HTM04-01. 6. Proficient with Microsoft Outlook / Word / Excel / Teams including good IT skills in general. 7. Excellent communication skills, a proactive, engaging and a supportive attitude. 8. Past experience with delivery of training courses. 9. Member of IHEEM at Member or Fellow level. 10. Completion of HTM00 AE Foundation Course. 11. Successful completion of a course accredited by a recognised educational training body for Responsible Persons [Water] in the last 3 years.
Key responsibilities and accountabilities:	<ol style="list-style-type: none"> 1. Manage client projects sustainably [i.e. achieve client satisfaction, profitably]. 2. Liaise with Senior Management Team [SMT] regarding project performance and clients. 3. Liaise with Head of Compliance regarding training courses and delegate assessments. 4. Liaise with other Authorising Engineers [Water] within the team. Keeping up to date with trends, emerging technologies and competitor services within the Water Hygiene sector to Identify new markets for service delivery 5. Remain independent and impartial. 6. Coach and mentor Project Consultants and Risk Assessors within the team as they develop. 7. Liaise with Senior Development Consultant regarding opportunities within existing clients where the Water Hygiene Centre can support further. 8. Conduct Health and Safety risk assessments for onsite work. 9. Always operate within the Quality Management System and defined Approved Methods of Work. 10. Monitor and report your Gateway 2 Compliance to the SMT.