

Post Title:	Environmental Impact Assessment Officer		
Salary Range:	£30K-£35K PA		
Responsible To:	Principal Consultant (ATM)	Staff Managed:	None
Draft at this Stage:	No	Date of Issue	21/02/2023

## Job Description

### Responsibilities

#### Job Purpose

The role of the Environmental Impact Assessment (EIA) Officer is to support the Principal Consultant (ATM), in the completion of specialist Environmental Impact Assessments (EIA) related to the aviation impacts of renewable energy schemes, both on and offshore wind farms.

In conjunction with the Principal ATM Consultant, the post holder will identify those aviation assets that have the potential to be affected by a proposed renewable energy development. They will lead the documenting of consultation and analysis required and develop the relevant EIA reports required for the client as part of their planning submissions.

The role will be mainly office based although some travel within the UK and Ireland may be required and Cyrrus can offer flexible working options where appropriate.

#### Leadership Skills

Not required.

#### Competency Skills

The core tasks and responsibilities for this position include:

- Project Management/Project Co-ordination skills.
- Consultation and liaison with Aviation Stakeholders such as airports, oil, and gas offshore windfarms, The Ministry of Defence (MoD) and National Air Traffic Services (NATS).
- Facilitating the EIA Aviation Chapter process.
- Report writing and researching.
- Document handling and document processing skills.
- File management skills.

## Job Description

### Skills & Knowledge

- Project Managing/Project Co-ordinating the EIA Aviation Chapter processes.
- Establish and maintain contact with Stakeholders for the EIA Aviation Chapter process.
- Commitment to customer and supplier care.
- Able to prioritise work requirements according to task importance and timescales.
- Strong command of English language, both oral and written.
- Ability to develop solutions as well as identify problems.
- Ability to Work on own Initiative without close supervision.
- Ability to analyse documents and define action plans to resolve the issues working with key staff within Cyrrus.
- Be able to multi-task effectively.
- Ability to provide clear professional advice to other SMEs with varied skill sets.
- Confident in dealing with clients, stakeholders, and managers at all levels.
- Undertake any other duty/activity and reasonable requests from your line manager that you are deemed to have the necessary skills to complete.
- An understanding of ISO 9001:2015 standards and the work required to meet standards.

### Qualifications

- Educated to Degree level or equivalent in an aviation-related or science-based discipline or equivalent qualification.

### Experience

The role would suit somebody who has either experience of the EIA process and would like to engage with the aviation and renewables industries or someone who has a strong aviation / renewables background and is willing to develop skills in the discipline of EIA's.

Desirable but not essential:

- Experience of the EIA Process.
- Aviation background or a keen interest in Aviation.

## Job Description

### Occupational Skills

- Excellent communication skills.
- Excellent written (Report writing) and verbal communication skills.
- Ability to work under the pressure of deadlines and manage priorities.
- Ability to manage own workload and deliver on multiple projects/tasks simultaneously.
- Strong analytical skills.
- Self-motivated.
- Able to demonstrate a customer service focus.

### Other Requirements

- Outgoing, enthusiastic, and self-motivated.
- Team working.
- Excellent interpersonal skills.
- UK driving full driving licence.

### Quality Management System (QMS) Requirements

### Environmental Management System (EMS) Requirements

The role is responsible for:

- Operating within a clearly defined QMS/EMS (training will be given).
- Adhering to company policies and procedures.
- Promotion of Customer Focus.
- Managing the efficient use of resources to meet requirements.
- Promoting continuous improvement throughout Company operations.

### Customer Service

Offer the best level of service to customers and behave in a way that gives them confidence in our capability. Customers will be treated as individuals, with respect for their diversity, culture, and values.

### Data Protection (GDPR)

Comply with the Cyrrus policies and supporting documentation in relation to GDPR and Confidentiality.

## Job Description

### Health and Safety (H&S)

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety, and welfare within the working environment.

### Equalities

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.
- Commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

### Flexibility

Cyrrus provides front-line services which requires the whole Team to respond flexibly to changing demands and circumstances. Whilst this outline job description provides a summary of the key aspects of the role, this may need to be adapted or adjusted to meet changing conditions. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Cyrrus Policies and Procedures and be willing to serve extended period away from the office commensurate with project requirements.