

## Position Description

### Principal/Senior Consultant:

### Eunomia Research & Consulting (NZ)

---

#### Hours of Work

Full time based on 40 hours per week. Hours and days of work will generally be between Monday – Friday, 8:00 am – 6:00pm, but will vary according to workloads, meeting schedules etc.

#### Location

Eunomia New Zealand staff currently work from home. A home office would therefore be the primary place of work. Employees may make arrangements to work from other locations on a case-by-case basis. Some travel and time away from the office and home is expected as demanded by project considerations.

#### Remuneration

The starting remuneration package will be negotiated and agreed as part of the employment contract negotiations. It is proposed there will be an initial review period after six months of employment. After this initial six-month period there will be annual (or a period as otherwise agreed with the Directors of Eunomia New Zealand) performance reviews, which may include a review of the remuneration package.

The remuneration package may include the following elements:

- Base Salary
- Bonuses
- Pension Scheme (Kiwisaver)

The remuneration package will aim to ensure that the Senior/Principal Consultant is appropriately incentivised to develop the business and is rewarded for doing so.

Note: It is against the policy of the company to offer a company car as part of a remuneration package.

#### Contract Term

This is a permanent position, subject to the eligibility of the candidate to be able to work in NZ, the decision of the Directors to continue to operate Eunomia New Zealand, and contingent on any redundancy provisions in the employment agreement.

## Description of Business

Eunomia Research & Consulting was first established in the UK in 2002, and the NZ office was set up in October of 2007. In this time, Eunomia NZ has focused on specialist consultancy in the field of waste management. We have worked with an extensive range of clients from central government, local government, private sector and the community sector. Our ability to work across all parts of the industry and to be respected by different, often philosophically competing, types of clients is a key aspect of our brand.

We believe a key reason for this is the quality of our work. We bring a depth of independent analysis and advice that, we think, is unique in the sector. We also tend to take a 'normative' approach in that, based on our experience and research, we believe that there are more 'correct' ways of doing things and we will advocate these where appropriate. In other words, we will not just tell the client what they want to hear but will give sound professional advice that we believe will lead to the optimum environmental, social, and economic outcomes.

The company holds strong environmental and ethical values which staff are expected to share and uphold. We believe it is important to 'walk the talk' and to constantly be looking to put into practice more environmentally and ethically sound ways of doing business.

Eunomia NZ also maintains strong links with our overseas offices, and we regularly collaborate on projects. The ability to utilise specialist expertise enables us to provide a wider range and depth of consultancy than would be possible with just our NZ based team.

## Brief Description of Role

Eunomia New Zealand is at an important phase in its development. We are well established in waste sector consulting market and recognised as the thought leaders in NZ. However, with a large central government work programme in place and continuing to build, we expect activity in the resource and related sectors to grow substantially. If Eunomia is to retain its position as a thought leader and to continue to positively influence waste policy and practice, we need to meet this growing activity with greater capacity – while not compromising on our ability to deliver on quality.

The Senior/Principal Consultant, Eunomia New Zealand, will be responsible for assisting in the expansion of a viable and dynamic business in New Zealand. The role will be a senior position that entails significant responsibility, including consulting work, marketing and business development, and reporting and administration tasks. The Senior Consultant/Principal Consultant will be responsible for representing the company to a range of clients and should be capable of performing this role with a minimum of supervision and/or training.

Accompanying this responsibility will be the delegated authority to make key decisions in respect of projects - including project budgets, client liaison, project planning, and time management. Final authority for all decisions rests with the Directors.

Regular and open communication should be maintained with the Manager to ensure that the Manager and Directors are provided with the necessary information to make decisions and/or delegate the authority to make decisions.

The Senior/Principal Consultant is expected to set and maintain high standards in terms of the quality of work undertaken, professional and timely delivery of work and maintenance of client relations.

## Person specification

Eunomia is looking to reinforce and expand the range of skills held within the NZ operations. In particular, we are interested in professionals with the following skills and experience (not necessarily in relation to the waste sector or NZ):

- Calculation of carbon and climate change impacts
- Business case analysis and decision-making processes
- Technical assessment and procurement/delivery of waste and resource recovery infrastructure.

Although not essential, the ideal person will have experience of working in the waste management and minimisation field in New Zealand and/or overseas. This does not however, have to be in a consulting capacity. Qualifications in waste or related fields will be an advantage - although not necessary if the candidate has a high level of experience and aptitude. They will be a highly motivated, creative and critical thinker, and have a high level of written and verbal communication skills.

As this is a key position within a small business, the successful applicant will be a 'self starter' able to take on responsibility for fully managing consulting projects from inception to delivery as well as contributing to developing and growing the business, including expanding the client base and the range and scope of work. Candidates are expected to be self disciplined, well organised and are expected to present themselves in a professional manner. A personal interest in environmental issues is expected. The ideal candidate will possess the following:

- Experience and expertise in undertaking carbon calculations including working with (and potentially developing) inventories, and/or;

- Experience and expertise in business case analysis and decision-making processes Experience in the Better Business Case methodology would be an advantage, and/or;
- Experience and expertise in technical assessment of waste and resource recovery infrastructure
- Experience and expertise in procurement and delivery of waste and resource recovery infrastructure and services
- Experience and/or qualifications in waste/environmental fields/or multi-disciplinary fields
- Ability to think creatively and independently
- Good research skills
- Good analytical skills
- Good quantitative and data analysis skills
- Good computer skills including Word, Excel, Powerpoint, etc
- Good organisational skills
- Professional manner
- Able to consistently complete work within agreed timeframes
- Good written and oral communication skills, including proactively communicating with clients and team members
- Initiative
- Business development skills and experience will be an advantage
- Honest, ethical character
- Interest in environmental issues
- Able to get along well with others.

## Key Tasks

Key tasks are grouped under four separate headings as follows:

### Administration

- Office equipment and supplies purchase and maintenance
- Keeping of timesheets, including for project work
- Negotiation and admin of accommodation and travel arrangements
- Recording and filing of expenses and mileage claims as appropriate
- Other administration tasks as required

### Management and Reporting

- Project planning and management
- Regular communication with the Manager as agreed
- Management of project staff and workloads when applicable
- Other management tasks as required

### Internal Relationships

- Attendance at team meetings (usually by video or conference call)
- Project related communication with team members as appropriate
- Communications with staff from Eunomia's overseas offices as appropriate

### Marketing and Business Development

- Networking
- Assistance in bid writing
- Meeting with potential clients
- Building strong ongoing client relationships
- Identifying and responding to market opportunities
- Preparing and delivering presentations and articles
- Other business development tasks as required

### Consultancy

- Research
- Policy analysis and development
- Report writing
- Client management and liaison
- Delivering presentations and workshops
- Project management & workflow planning
- Data analysis
- Development and operation of spreadsheet-based models
- Quality control and proofreading
- Timekeeping
- Other consultancy tasks as required

### Key Relationships

#### Contact with:

- Eunomia staff (including Eunomia staff in other countries)
- Project personnel
- Clients
- Prospective clients
- Potential collaborators
- Government and regulatory authorities
- Industry and community sector stakeholders
- Suppliers

#### Reports to:

- The Manager, Eunomia Research & Consulting, New Zealand