

RRC Science and Technical Officer

## Information

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| Job title: | RRC Science & Technical Officer |
| Vacancy reference: | 3235 |
| Job type: | Full time, 3 year contract initially – renewable thereafter  |
| Hours of work: | 37 hours per week, normally worked Monday to Friday |
| Salary details: | Salary level 5 – range £33,309 to £37,127 per annum (Dependent on skills, experience and qualifications) |
| Responsible to: | Marc Naura, RRC Science and Technical Manager |
| Location: | RRC Offices, Cranfield University campus, Bedfordshire, MK43 0AL |
| Start date: | As soon as possible |
| Closing date for applications: | 19th March 2020 |
| Interview Date: | 2nd or 3rd April 2020 |

## River Restoration Centre

The RRC is an external Limited Company: a not-for-profit information and advice centre, supporting all aspects of river restoration, habitat enhancement and best practice river management. RRC is based at Cranfield University within the Cranfield Water Science Institute. Your employment contract will be with Cranfield University under a long-standing service agreement, whilst your role is directly working for The River Restoration Centre ltd.

The RRC independently funds its activities through UK environmental agency funded service level agreements and a variety of advisory work and dissemination activities.

For further information about the RRC please visit our website [www.therrc.co.uk/about-us](http://www.therrc.co.uk/about-us)

## RRC Organisation Structure

L4 River Restoration Adviser

L3 Centre Administrator

L3 Information Officer

Expert Advisers

Line Manager positions

RRC Board of Directors

Director of Water

Cranfield University

L6 Science & Technical Manager

VACANT
L2 Information Assistant L2

L7 Managing Director

L5Science and Technical Officer & MICS Project

L4 Accounts Technician

**VACANT
L5 Science and Technical Officer**

## Job Details

# Job Purpose

You will project manage, respond to and deliver technical and science-based reporting to both office-based enquiries and site-based projects. Accurate high calibre advice and guidance will be given within set deadlines that will cover all aspects of river status assessment, restoration planning, implementation and evaluation; demonstrating a high degree of competency

You will devise and deliver specialist technical river science and process-based training to a range of public, private and third sector agencies, organisations and individuals. You will build knowledge, skills and capacity in others through this training and guidance, such that the growing network of UK river restoration practitioners are informed by current best science and practice, and projects are planned, implemented and evaluated with a high degree of rigour and understanding.

You will generate new income via developing new research proposals, projects, training and grants and coordinate a new RRC scientific conference event. In addition, you will lead on the implementation of a river restoration certification scheme

# Responsibilities

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|  |  | % time |
| 1 | **Technical Advice and Applied Science**Provide expert science-based technical advice applying experience and knowledge to lead on complex technical enquiries and guidance material/publications.Design and carry out background studies, site visit and fieldwork, analyse data and write practitioner orientated reports – using a small team or individually, depending on scale of work.Deliver and support practical and applied research work won in collaboration with research and academic institutions.Apply and incorporate science and research into practical tools, training and practitioner guidance. | 45% |
| 2 | **Training Courses**Develop, organise and deliver content for new and existing intermediate and advanced training events (technical training courses, discussion workshops, site visits and seminars). View RRC’s current training events at <https://www.therrc.co.uk/training>Lead the implementation of a new certification scheme for River Restoration based on combining a suite of RRC and third party courses. Agree and ensure course content and focus, develop material, coordinate internal and external course speakers, and ensure feedback and outputs are analysed and disseminated internally and externally, and acted on. Review and agree content, budget and fees with management team. Develop and deliver content, relevant to the post holder’s expertise, for RRC courses, university lectures and other training events. | 20% |
| 3 | **Income generation**Apply for, negotiate and bring in new project work, training courses, research grants, memberships, and other funding opportunities.Prepare and submit proposals to deliver practical project work, training and applied research projects working with the MD and Science and Technical Manager to identify and prioritise opportunities and determine whether to lead or support others.  | 15% |
| 4 | **Conferences and Events**Coordinate a new UK River Restoration Science conference and direct its implementation.Help with the organisation and delivery of the existing RRC annual conference. | 15% |
| 5 | **Information dissemination** Internally, report on RRC projects, training, workshops, etc. via social media and bulletin articles. Produce analysis and technical content for the RRC web pages.Produce articles for external newsletters, magazines and journals as well as other written materials such as book chapters as opportunities arise. Present the work or RRC at meetings and events. | 5% |

Please be advised that the percentages allocated for the key deliverables may be adapted to take into account the needs of RRC.

# Planning and organising

You should have excellent project and time management skills, ensuring that milestones and deliverables are achieved to time and to a high quality. You will be expected to plan and execute a detailed work schedule and take responsibility for time and resource management. Performance of your own activities must be to agreed time and quality standards.

Some of the tasks will be time specific and require devoted effort over a set period. The majority of activities however, require very good time management to schedule ongoing work in a manner where each is progressed without detriment to the other. A flexible approach to planning time on a weekly, monthly and quarterly basis is needed. Forward planning of 6-12 months will be crucial as the post involves planning and managing an annual series of workshops, training courses and site visits, as well as contributing as part of the team to the organization of the RRC annual conference and the development of a proposed scientific conference.

The role will also be reactive, providing responses to technical enquiries as they arise and building in new ad hoc project work planning.

Work will need to be clearly documented to develop and determine appropriate team or individual workflow and activity scheduling in order to meet targets/turnaround times and most effectively utilise their own and other staff resources available.

Lead assigned projects/small project teams usually of a short-term nature, or contribute to larger RRC projects as part of a team, to support the achievement of project objectives.

# Communicating and influencing

Excellent communication and teaching skills (written and verbal) are essential for this role. As well as liaising with RRC staff on a daily basis, the post will require significant external interaction with UK environment agencies, consultancies, NGO’s, landowners and volunteers. You will need to build excellent relationships with all these bodies to ensure they are aware of the work of RRC, the services that are available to them and to negotiate new income streams. The post holder will frequently be influencing other organisations’ ideas through advice and reports.

You will need to be able to engage and enthuse a wide audience to design and deliver training courses and presentations, through competent assessment of the level of understanding of each prospective audience. This will involve experienced application of teaching and learning theory and skills. You will need to tailor these training courses to the needs of the UK river restoration community of practice at various knowledge levels, as well as being proactive in setting out what will be needed in the next 12 months.

You will also be required to select venues, organise and facilitate other events. You will be expected to develop site visit and workshop themes and source site visit/outdoor classroom locations, contributors and delivery partners.

# Problem solving

You will be expected to provide specialist advice and recommendations of a highly technical and broadly applied nature to instigate and/or support informed decision-making by others. Several competing water management functions and organisations will need to have their concerns addressed and objectives collated and assessed rapidly on a walk over visit such that a detailed report of possible solutions can be generated thereafter. Small projects will be tackled individually whilst larger projects may be supporting, or supported by, other experienced staff/advisers.

Responding to technical enquiries will require a significant amount of problem solving which will vary from query to query. You are expected to resolve most problems using your extensive knowledge and experience, and source additional technical input from colleagues, your contacts and the RRC’s advisers. Technical enquiries may need bespoke solutions to be provided or involve a summary of the latest ‘best practice’ available. Advice must be timely, correct and complete and lead to valuable outcomes.

Typical challenges associated with this post will be:

* Fully engaging user/interest groups that will differ from project to project;
* Organising and managing an annual programme of events and delivering them on budget with internal and external colleagues, and reviewing/amending for the next year;
* Targeting information material at both wide non-technical and policy/strategy audiences;
* Identifying new ideas/income generating areas, following up external leads and drafting proposals;
* Make assessments, presenting results and putting forward recommendations through meetings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making.

# Decision making

# l) Decisions you will take without reference to others

As well as the actions mentioned above, you will be responsible for:

* Daily and weekly management, planning and prioritisation of own workload. Adapt as necessary by setting your own objectives, and being aware of wider team priorities and constraints.
* Active participation in the implementation of health and safety procedures in the areas in which you work and projects that you manage.
* Identifying, collating and communicating complex data.
* Outlining the draft themes and constructing the draft programme and content for the RRC scientific conference, to form the basis of team discussion and decision making.
* Identifying meeting and workshop/training dates, venues, programmes, internal/external speakers and locations (Level 5).
* Drafting, setting deadlines and delivering reports as well as often managing the input of junior colleagues and peers in this process (Level 5).

# ll) Decisions you will refer to your manager/colleagues

* New work areas, structural changes and alterations to agreed budgets.
* Allocation of other staff time agreed with Science and Technical Manager.
* Financial decisions, key milestones, and reporting processes.
* Decisions that involve modifications to contracted deliverables.
* Sign-off required for go-ahead with training courses, site visits, seminars – budgets, fees, new courses, overall programme launch.
* Technical queries where these require detailed and complex decisions outside of the post holder’s immediate expertise/experience.
* Placing of purchase orders and expenses that need the budget holder’s signature
* Training requirements and selection of events at which to represent RRC.

# Guiding framework

There are established working practices, processes, systems and procedures that you will learn and must be used. Alterations to any of these must be agreed with the line manager. You can expect support from the line manager in career development, mentoring, project management and proposals. Systems and procedures for auditing and process management will be governed by RRC.

The performance and development review scheme provides a set of objectives agreed with the line manager for the year ahead and expected SMART targets.

Duties and responsibilities should be carried out with due regard and compliance with the General Data Protection Regulations, Health and Safety and the Equality Act 2010. All staff are expected to conform to the requirements of Cranfield University’s Health and Safety regulations, finance regulations and other Cranfield policies and procedures, as well as those of RRC as a small company limited by guarantee. A very high emphasis is placed in particular on conformity with health and safety, environmental and ethical policies of the university.

There may be occasions when existing procedures may not cover new circumstances and where you need to work collaboratively with the Head of Department, academic staff and the Department administrators to develop new processes for the future.

You must respect the fundamental code of conduct for academic and scientific work. You may be privy to confidential information relating to staff and students and it is imperative that absolute discretion and confidentiality is shown at all times.

For specific projects, there will likely be documentation which will outline the tasks, milestones and deliverables related to the project. If applicable, the specific responsibilities of each of the participants in the consortium would also be outlined in a consortium agreement / grant agreement.

# Impact

RRC’s independent expert advice and training is highly regarded in the industry. You will have the opportunity to influence at national and international level and input into practical and strategic projects. You will develop a certification scheme and implement parts of it that will increase RRC’s standing in the river restoration community of practice and will have lasting impact on standards of practice.

You will influence the planning, delivery and evaluation of short-term projects, and long-term programmes through outputs and decisions. Sole or joint responsibility for outputs will depend on the workload and scale of work.

You will be in a position to influence and change perceptions/learning/ways of working of UK statutory agency staff, specialist consultants/contractors and NGO catchment partnerships and trusts, via direct training and technical advice, either solely or as part of the RRC team.

You will attend/set up external courses and meetings to ensure that RRC is appropriately represented and promoted, reporting back to managers, the team and others via the wider RRC UK dissemination network. You will also be expected to generate new work from such meetings.

You will be expected to identify and make recommendations for improvements (e.g. in policies and procedures) to contribute to the continuous operational improvement of the business.

# RRC Facts and Figures

* Manage and deliver approx. 5 technical advisory or applied research projects each year. Budget ~approx. £40K pa.
* Generate an agreed proportion of new income for the project and training events budgets ~approx. £25K pa.
* Resolve technical enquiries to centre with ~5 technical queries per week.
* Coordinate a new river restoration science conference ~200 attendees
* Coordinate, grow and deliver a programme ~5-8 technical training courses per year.
* Presentations to national/local audiences ~3 pa.

# Other Information

The River Restoration Centre (RRC) office sits within the University, but is a registered independent not-for-profit Limited Company, the only UK provider of dedicated river restoration expertise. RRC is governed by, and reports to, the RRC Board of Directors, as laid out in the Memorandum and Articles of Association of the company.

All RRC staff are employed by Cranfield University under a Service Agreement for the sole purpose of running the centre. RRC generates and manages its own income.

The position is initially offered for 3 years, with renewal thereafter. This is due the nature of the RRC/Cranfield University agreement

The position will involve regular travel to locations across the UK and abroad.

## Am I suited to this role?

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| Criteria | Essential | Desirable |
| Education / Qualifications | Educated to postgraduate level (MSc or PhD) in an appropriate technical or scientific subject, such as physical geography, geomorphology or similar.Or the equivalent in professional qualifications and experience. | Membership of a Chartered Institution such as CIEEM, CIWEM, CEnv., Etc.Teaching and learning qualifications. |
| Experience | Relevant work experience in a technical and/or scientific river management or restoration related position.Relevant experience managing and delivering projects through on-site discussion and technical reports aimed at a range of audiences.Experience of a broad range of projects where river restoration/ habitat enhancement has been undertaken.Ability to deliver training course content.Demonstrable working relationship with public, private and third-sector river management organisations.Demonstrable experience of working/responding independently and dealing with unforeseen problems and circumstances. | Identifying and generating new income streams. Experience of designing or applying online learning tools.Planning and coordination of large conference or seminar events.Proven ability in specialist training course content design and delivery.Ability to design training course content.Organisation and facilitation of workshops and training using expertise, initiative and judgement.Ability to manage and deliver projects through on-site discussion and technical reports aimed at a range of audiences. |
| Knowledge | Detailed understanding of river processes, historic management and restoration principles and their application.Understanding of how agencies, private sector and the third sector operate across river restoration and catchment management. | Training accreditation or certification schemes.Good understanding of UK and EU environmental policy issues.Setting learning outcomes and evaluating training courses. |
| Skills / Aptitudes | Ability to engage with and communicate complex information clearly to a range of audiences.Excellent project and time management skills ensuring that milestones and deliverables are set and achieved to time and at high quality.Excellent oral and written presentation and communication skills including writing and editing skills.Excellent interpersonal skills, considerate in interactions with others and ability to provide expert advice in a courteous manner.Experienced user of Microsoft Office applications.Ability to plan and work under own initiative and with others. | Facilitation skills.Proven artistic/presentational ability to communicate through drawings, articles, presentations and other media.Teaching or lecturing skills. |
| Personal Qualities | Passionate about rivers, conservation, the environment and sharing knowledge and best practice.Easy rapport with an audience and able to engage and enthuse.Able to quickly integrate into a small team, whether leading or contributing.Initiative and flexibility in approach. |  |
| Other | Ability to travel to locations across the UK and abroad. |  |