

# Job Description

Environmental Consultant



## Ireland's leading ISO consultants

We help organisations achieve  
and maintain their ISO Certifications.

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Established in 2009, CGBC is Ireland's leading ISO business management system and training consultancy, encompassing, quality, energy, environmental, health and safety, food safety, information security and medical device systems.

For more information see [www.cgbusinessconsulting.ie/](http://www.cgbusinessconsulting.ie/)

**Job Title:** Environmental Consultant

### **Job Description:**

The Environmental Consultant assists companies to achieve ISO accreditation in **ISO 14001:2015** – Environmental management system.

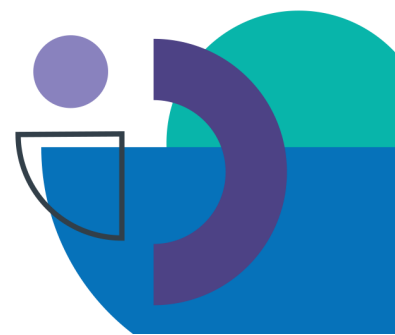
Consultancy services are carried out remotely and on-site, geographically across Ireland and within all industry types. Consultants will be allocated clients and will be responsible to bring those clients successfully to ISO Certification, by understanding the clients' requirements, developing, and implementing the environmental system.

You will establish the environmental system, document, and provide training on the system to all clients/ key stakeholders, for system handover. You will be required to audit the environmental system and report your findings in detailed audit reports.

**You will be familiar with ISO 14001:2015 standard and their clauses.**

### **Duties & Responsibilities:**

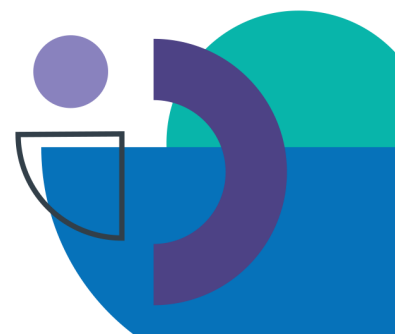
- Development & implementation of ISO environmental management system according to ISO standard, clauses, and requirements.
- Engage fully with the client and manage all aspects of the Environmental project.
- Ability to understand and analyse client requirements.
- Manage your projects through in-house CRM system, providing updates until project completion.
- Ability to manage own workload within scope/ budget/ schedule expectations and ensure quality standards on project deliverables
- Collaborate with and support other CGBC ISO Consultants and the wider CGBC team.
- Passionate team player.



- Work directly with the Operations Manager to achieve overall business goals to ensure alignment across the business.
- Effectively manage and build client relationships leading to repeat business.
- Develop and implement continuous improvement plans and action logs, ensuring progress and improvement for client satisfaction.
- Implement policies and procedures, guided by ISO requirements.
- Client liaison, to understand their day-to-day business process so that you can document them.
- Excellent document writing skills, experience writing and updating standard operating procedures and processes.
- Environmental Aspect and Impact identification/environmental risk assessments
- Updating Legal and other Environmental requirements
- Completing Compliance Evaluations
- Completing internal Environmental audits and detailed audit reports
- Understanding document control.
- Ability to communicate effectively at all levels internally and externally.
- Ability to lead a diverse team to project completion and ISO certification.

#### Skills & qualities

- Bachelor's degree or equivalent qualification in one or more of the following - Engineering, Science, Environmental, Auditing and a minimum of 3 years' experience.
- Minimum of 3-5 years post qualification experience, most of which will have been gained within an environmental consultancy area
- Significant environmental compliance and environmental due diligence experience
- Good knowledge of Microsoft Office including the ability to use templates and produce professional quality reports.
- A strong background in continuous improvement activities.
- Excellent communication and interpersonal skills.
- Excellent report writing skills.
- Excellent analysis and problem-solving skills.
- Excellent planning and organising skills.
- Preparing reports and environmental assessments that support planning consent or license applications required for projects
- Environmental due diligence assessments



- Ability to communicate effectively both verbally and in writing.
- Passionate about helping clients achieve ISO certification.
- Professional, collaborative, and confident in leading clients through the ISO process.
- Fluent in English with excellent communication skills – written and verbal.
- Fastidious about attention-to-detail and accuracy.
- Organised, efficient and hard-working with strong time and project management skills.
- Good working knowledge of excel, word and PowerPoint.
- A keen eye for detail.

**Job Details****Deadline:** 5.30pm Friday 28<sup>th</sup> January 2022**Salary:** DOE**Job Type:** Permanent with 6-month probation period**Schedule:** Mon – Fri 09:00am to 17:30pm**Mix of remote working and on-site working.****To apply please email your CV to [Hello@CGBC.ie](mailto:Hello@CGBC.ie)**