



JOB DESCRIPTION

**Job Title: Environmental Business Administrator
Apprentice**

A. ROLE PURPOSE

The three-year Environmental Advisor Apprentice will support the Environmental Manager in implementing and monitoring environmental policies and practices across our construction projects. This apprenticeship offers a unique opportunity to gain hands-on experience in environmental management within the construction industry, developing skills and knowledge that will be valuable throughout your career.

The role holder is required to work closely with construction planning management team to keep environmental monitoring on track and manage policies across the project. Working with the environmental manager to generating reports and support with the administration task.

The business administrator apprentice will offer PLA funding for additional training within the procurement field.

B. ROLE RESPONSIBILITIES (Overview)

Assisting the environmental Manager with the following aspects of the project:

Assist in Environmental Monitoring:

- Support the Environmental Manager in monitoring site activities to ensure compliance with environmental regulations and company policies.
- Conduct routine site inspections.

Data Collection and Reporting:

- Collect and record environmental data, including waste management and nuisance parameters (noise, dust, and vibration).
- Assist in preparing reports on environmental performance for internal and external stakeholders.

Support Environmental Initiatives:

- Participate in the development and implementation of environmental initiatives aimed at reducing the environmental impact of construction activities.
- Help organise and participate in environmental training and awareness programs for site personnel.

Regulatory Compliance:

- Assist in ensuring all construction activities comply with relevant environmental legislation and standards.

- Help maintain records of permits, licenses, and other compliance documentation.

Waste Management:

- Support the implementation of waste management plans, including recycling and disposal procedures.
- Monitor and report on waste segregation and disposal practices on site.

C. EXPERIENCE AND QUALIFICATIONS (Minimum Experience & Essential Knowledge)

Educational Background:

- GCSEs at grades 9-4 (A*-C) in English, Maths and Geography are required.
- Interest in pursuing a career in environmental management or construction.

Skills and Competencies:

- Strong interest in environmental issues and sustainability.
- Good communication and interpersonal skills.
- Basic understanding of environmental regulations and best practices (preferred but not required).
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Personal Attributes:

- Detail-oriented with good organisational skills.
- Willingness to learn and take initiative.
- Interpersonal skills.
- Flexible and adaptable to changing work environments and project needs.

In addition to the above:

- An ability to communicate with a range of people, including customers, clients and key stakeholders both verbally and in writing.
- Logical approach to problem solving.
- Eager to learn with a keen eye to for detail.
- Multi-tasking abilities.
- Highly skilled in prioritising and organising.
- Comfortable interacting with all levels of management in multiple areas.
- Proficient with MS Office, in particular Excel.
- Commitment to meet targets and deadlines.

In return, you will be working on a high profile 'once in a lifetime' project where you will be supported by a collaborative team in a learning environment. We offer local and global career opportunities and whilst this project is based in Cardiff our teams are truly global!

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We encourage applications from all backgrounds and are committed to creating an inclusive environment for all employees. We are open to making reasonable adjustments to enable all

applicants to participate in the recruitment process. Please let us know if you need any adjustments as part of the application process.

Ready to be part of our transformative journey? Apply now and contribute to building a better future!