



## **Job Description Graduate Intern**

<b>Post Title</b>	Graduate Intern
<b>Contract Term</b>	Fixed Term for 3 months with potential for extension to 6 months
<b>Responsibilities</b>	The Graduate Intern will take a supportive role in the delivery of Aquatera's core business.

Aquatera covers a broad range of projects across various disciplines. As an intern we would expect involvement to be varied across the company portfolio. Some new areas of business we are becoming involved in are:

- Carbon modelling and energy auditing (decarbonisation, net zero planning and sustainability support services)
- Environmental assessment and permitting (renewables and sustainable aquaculture development services)
- Biodiversity enhancement and nature based solutions (renewables and enabling infrastructure development support services)
- Environmental clerk of works and environmental management (renewables and enabling infrastructure development support services)
- Data management and GIS (supporting renewables planning, permitting, management and design services)

### **Main Duties**

- Project delivery including support for project delivery (including but not limited to project planning and setup, reporting, research, surveys and data collection, stakeholder engagement, client and delivery partner liaison, subcontractor management)
- Wider research to keep updated on issues affecting key sectors
- Problem solving and seeking creative solutions
- Supporting renewables planning
- Data management and use of GIS
- Ensure all work is based upon sound principles of environmental stewardship and sustainability with a focus on helping our clients successfully achieve their objectives
- Report writing
- Undertake any other relevant duties from time to time as necessary

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Skills</b>	<p>A sound understanding of a key relevant sector or area of activity e.g. renewable energy, sustainable development, blue economy, aquaculture, decarbonisation etc.</p> <p>Skills in a relevant discipline for example</p> <ul style="list-style-type: none"> <li>• environmental management</li> <li>• sustainable development,</li> <li>• renewable energy, ecology</li> <li>• biodiversity management</li> <li>• marine/terrestrial planning</li> <li>• environmental surveying</li> <li>• carbon modelling</li> <li>• data management and processing</li> </ul> <p>Good communication skills</p> <p>Ability to work as part of a team</p> <p>Effective interpersonal skills</p> <p>Problem solving</p> <p>High standard of work with an emphasis on quality</p> <p>Competent in relevant IT systems</p>	<p>Knowledge and skills specific to marine renewables / biodiversity</p>
<b>Experience</b>	<p>Production of quality reports</p>	<p>Experience of the renewables and related energy and infrastructure sectors</p> <p>Experience of dealing with clients</p>
<b>Education/ Training</b>	<p>Suitable qualifications in a relevant discipline</p>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Consistent attention to detail</li> <li>• Ability to work to project deadlines</li> <li>• Initiative</li> <li>• Self motivated</li> <li>• Enthusiastic</li> <li>• Competent</li> <li>• Reliable</li> <li>• Diligent</li> <li>• Integrity</li> <li>• Confidentiality and discretion</li> </ul>	<p>Quick to learn</p>

<b>Accountability</b>	The post is accountable to a member of the management team or technical team which will be agreed on appointment and specific areas of experiences.
<b>Hours</b>	37½ hours per week.
<b>Location</b>	The post is based in Aquatera, Old Academy Business Centre, Stromness, Orkney. The postholder will on occasion be required to work outside of Orkney which may involve overnight stays. There may also be the possibility of some remote working depending on role.
<b>Salary</b>	Scottish Living Wage.
<b>Pension</b>	A pension contribution equal to 5% of salary will be paid, (available after 3 months of start date).
<b>Holidays</b>	30 days per year, inc. public holidays. (pro rata)