



IGS Job Description

Job Title:	Senior Specialist Geoscientist (JG2)
Reports to:	IGS Management or designated individual
Responsible for:	Designated staff
Department/Location:	Not applicable
<u>Role Purpose:</u>	
<p>(i) To professionally contribute leading specialised technical knowledge and experience to geoscience contracts on behalf of IGS, in line with the contractual and associated agreements with the client.</p> <p>(ii) To represent IGS as a leading geoscience specialist to the client in the appropriate specialisation.</p> <p>(iii) To represent IGS Ltd in a professional and competent manner at all times and make best endeavours to promote the name and professional image of IGS.</p> <p>(iv) To provide technical leadership of projects and significant contribution to project management.</p>	
<u>Main Duties & Responsibilities:</u>	
Technical Input:	
<ol style="list-style-type: none">1. Provide specialist technical support, information, advice, recommendations and review as the lead IGS geoscientist to ongoing and future projects relevant to the person's specialization, to specification and on time, and as specified in associated contracts and agreements.2. Provide technical input and lead the sourcing of the most appropriate staff and managing their progress in liaison with IGS Human Resources.3. Provision of advanced technical training to client personnel and IGS staff, where required.4. Provide administrative and financial information on the project(s) to the Specialist and Senior Specialist Geoscience Project Managers including reporting to Company's Project Administrator/COO (Chief Operating Officer) or designated person to ensure project agreed-upon project profitability margins.5. Lead liaison, communication and support to the client on behalf of the Company in respect of technical matters, whilst ensuring excellent working business between the client and the Company.	
Business Development:	
<ol style="list-style-type: none">6. Contribute to IGS business development. This includes as a minimum the following:<ul style="list-style-type: none">• Identify and develop potential projects.• Develop business development materials, brochures, publicity, and possible related attendance at mineral fora/exhibitions/shows.	

- Track, compile and submit the necessary documentation (financial, administrative, and technical proposal) for EOIs and tenders on behalf of the Company.
- Lead or assist in compiling appropriate and accurate budgets in support of the financial proposals for tenders in liaison with IGS Management.
- Lead or assist in the compilation of risk assessments (financial and technical) of each business opportunity in liaison with the Specialist and Senior Specialist Geoscience Project Managers for Management and Board.
- Participate, where required in contract negotiations with clients on technical matters.
- Provide input and support into increasing IGS's staff complement to improve its competitiveness and ability to implement projects in liaison with the Specialist and Senior Specialist Geoscience Project Managers and IGS Human Resources
- Assist in the development and growth of the Company's associate and client database by incorporating own network into IGS database.
- Tracking & communicating with Development Agencies regarding planned & upcoming programmes, intelligence gathering etc., and knowledge transfer to relevant IGS personnel.
- Where necessary, provide input to Management in respect of developing IGS strategy (business development/technical/operational).

Operational:

7. Lead and assist in the compilation of appropriate health and safety protocols for IGS projects relevant to IGS personnel (staff and contract).
8. Provide any appropriate support/advice/recommendations regarding IGS operational matters that require a technical input e.g., IT, digital communications, data storage etc.

Compliance:

9. Ensure individual and team legal compliance and adherence to the company's policies, procedures, and practices of projects with special emphasis on anti-corruption and bribery.

Contacts – Internal/External:

- Managing Director
- Chief Operations Officer
- Staff
- Clients
- Service providers

Special conditions applying to role:

- International travel including to emerging and developing countries
- Attend meetings as and when required outside of UK office hours
- Valid passport
- Physically able to undertake the requirements of the role with or without reasonable adjustments.

Person Specification

Education & Qualifications

Essential:

- Minimum MSc in specialised geoscience related field
- Accredited/membership of geoscience related professional bodies

Desirable:

- PhD in specialised geoscience related field

Knowledge & Experience

Essential:

- Record of a high level of technical competency that supports IGS projects such as: authored published papers, leading large complex technical projects, etc (maps, geoscientific reports, software etc.)
- Demonstrable evidence as lead specialist geoscientist in projects.
- Demonstrable understanding of the role that geoscience data plays in transforming the mineral sector in emerging and developing countries.
- Overall period of relevant experience is at least 12 years (gained within/outside IGS).
- Well-networked/connected within own specialization, e.g., academic, service providers, governments and related organisations.
- Project management skills and/or experience.

Desirable:

- Extensive experience in working on projects with national and/or regional governments of emerging and developing countries

Skills/Abilities

Essential:

- Providing technical leadership by demonstrated technical knowledge and expertise
- Excellent project organisational and administrative skills
- Ability to lead and communicate well in teams and fostering team cooperation
- High level of competency in English with excellent verbal and written communication skills
- Ability to listen and understand the needs of clients and confident to state and propose technical positions, recommendations and advice.
- Analytical underpinning with clear decision making that balances quality and client/project- budget restraints
- High level competency in use of required software covering technical (specialist software), financial, and administrative functions

Desirable:

- Competency in languages other than English (e.g, Arabic, French)

Personal Attributes

Essential:

- Motivated and committed to professional excellence
- Self-confident, enthusiastic and respectful
- Flexible and understanding of differing cultural settings
- High level of integrity and professionalism in conducting IGS business in all settings
- Solutions focused, resourceful and 'self-starting' (pro-active)
- High level of diplomacy and tolerance in dealing with clients and stakeholders