

# UKWIR Research & Communications Administrator

## GENERAL INFORMATION

<b>Company:</b>	UK Water Industry Research Ltd (UKWIR)
<b>Position:</b>	Research & Communications Administrator
<b>Reporting to:</b>	UKWIR Chief Executive
<b>Location:</b>	Based in central London but some home working is possible
<b>Hours:</b>	Full time
<b>Remuneration:</b>	Negotiable depending on experience

## COMPANY INFORMATION

UK Water Industry Research (UKWIR) was established in 1993 by the UK water industry to facilitate and manage collaborative research on 'one voice' issues. UKWIR's members comprise 20 water and sewerage operators in England and Wales, Scotland, Northern Ireland and the Republic of Ireland. We are a small team based in a central London office and our objective is to procure and ensure delivery of research projects to our members. Projects are often carried out in collaboration with government departments and regulators including Defra, the Drinking Water Inspectorate and the Environment Agency. Some work is also undertaken in collaboration with research organisations internationally.

## WHAT WILL THE ROLE INVOLVE?

The role is a full-time position comprising coordination of and assisting with the development of UKWIR's programme of research projects, company communications and the management, recording, approval and distribution of research reports. There will be ample opportunities to develop expertise and competences as part of the role.

## WHAT SKILLS ARE REQUIRED?

### Essential

- Developing, delivering and sustaining a communications strategy
- Ability to work as part of a small team
- Working closely with our website provider in developing the site
- Events management
- Good communication, organisational and administrative skills
- Effective IT skills

### Desirable

- Experience of working in the water and wastewater industry
- Broad understanding of project management
- Strong attention to detail and proof reading skills
- High degree of initiative and ability to work independently
- PR experience

Apply in writing, by 20 June, with your CV, to:

Hans Jensen  
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36 Broadway  
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SW1H 0BH

[hjensen@ukwir.org.uk](mailto:hjensen@ukwir.org.uk)