

## Job Description: Carbon Consultant

Particulars	
<b>Team</b>	Projects
<b>Reporting into</b>	Lead Consultant
<b>Responsible for</b>	N/A

Overview
<p><b>Team</b></p> <p>The Projects team deliver work across the following areas:</p> <ul style="list-style-type: none"> <li>• Carbon footprinting</li> <li>• Climate change strategies</li> <li>• Non-domestic energy &amp; environmental assessments</li> <li>• Feasibility studies and installation (Renewables and CHP – combined heat and power)</li> <li>• Software development</li> <li>• Research and evaluation</li> </ul> <p>These projects encompass a range of large and small-scale sustainable energy technologies, including:</p> <ul style="list-style-type: none"> <li>• Renewable energy (solar PV, solar thermal, wind turbines, ground source heat pumps, etc)</li> <li>• Energy efficiency (community heating, appliances, insulation, energy use, CHP, etc)</li> </ul> <p>This includes fee paying work predominantly for the public sector but also for, private and third sector clients fee paying work but some grant funded projects:</p> <ul style="list-style-type: none"> <li>• Surveying and auditing</li> <li>• Research, data collection, analysis and energy modelling</li> <li>• Software development</li> <li>• Managing installation</li> <li>• Writing policies and strategies</li> </ul> <p>You may be asked to deliver work for other teams.</p>
<p><b>Job role</b></p> <p>Delivering a range of project work</p>

Range of duties
<p><b>Project delivery</b></p> <ul style="list-style-type: none"> <li>• Deliver energy analysis, renewable assessments and strategic level work</li> <li>• Deliver a high standard of work in a timely manner, thoroughly check all work</li> <li>• Ongoing communications with clients, identify which communications to be checked by team leader before sending. Undertake simple presentations or parts of presentations</li> <li>• Ensure stick to budgeted hours and tell project manager at the earliest opportunity if scope of project changes or are unable to deliver work within hours allowed</li> <li>• Develop advanced or specialist computer skills in one work related area and utilise for project deliver</li> <li>• Manage some project budgets</li> <li>• Manage project suppliers, check purchases with project manager, request purchase order, ensure on budget and</li> </ul>

### Range of duties

- ensure all supplier invoices are checked against purchase order
- Provision of timely information to allow invoices to be issued and paid promptly.

### Personal management

- Complete detailed daily timesheets
- Attend monthly staff meetings
- Follow all organisational procedures and utilise the staff diary for all appointments internal and external
- Participate in your annual performance appraisal

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.**

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

- Equality - Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.
- Environmental and social impact – ensure that all activity whenever possible is environmentally neutral and socially positive.
- Operational - Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.
- Corporate Image - Adopt a professional image at all times, utilise templates and corporate identity guidelines
- Confidentiality - Maintain absolute confidentiality with regard to the organisation's information and procedures.

### Method of assessment

Particulars		A = application and I = Interview
<b>Qualifications</b>	A masters level qualification or equivalent in a relevant subject	A
<b>Relevant knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of sustainable energy technologies</li> <li>• Sound knowledge of relevant local, regional, national and European policy across buildings, energy generation and transport</li> <li>• Knowledge of energy modelling software and modelling techniques</li> </ul>	A & I A & I A & I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• One or more years' work experience in the field of sustainable energy or related field</li> <li>• Experience of modelling the energy performance of buildings and renewable energy systems</li> <li>• Experience of delivering consultancy</li> <li>• Experience of project management</li> <li>• Experience of delivering presentations to audiences and provision of energy advice to clients</li> <li>• Experience of delivering basic energy audits and feasibility study site surveys (D)</li> </ul>	A & I A & I A & I A & I A & I

Particulars		A = application and I = Interview
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• High level of numeracy</li> <li>• Data gathering, manipulation and interrogation</li> <li>• Advanced computer literacy including Word, Excel and Access</li> <li>• Excellent report writing skills</li> <li>• Good presentation and public speaking skills</li> <li>• Good organisational and time management skills</li> </ul>	A & I A & I A & I A A A
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to the environment and social equity</li> <li>• Prepared to carry out duties in accordance with Carbon Descent's equal opportunities, environmental, quality policies and health and safety requirements</li> <li>• Prepared to work flexibly including evenings and weekends when required</li> </ul>	