

Job Description: Lead Carbon Consultant

Particulars	
Team	Projects
Reporting into	Managing Director
Responsible for	Projects team

Overview
<p>Team</p> <p>The Projects team deliver projects across the following areas:</p> <ul style="list-style-type: none"> • Carbon footprinting and climate change strategies • Energy and environmental assessments • Feasibility and installation • Research projects <p>These projects encompass a range of large and small-scale sustainable energy technologies, including:</p> <ul style="list-style-type: none"> • Renewable energy (solar PV, solar thermal, wind turbines, CHP, ground source heat pumps, etc) • Energy efficiency (community heating, appliances, insulation, energy use, etc) <p>Type of work:</p> <ul style="list-style-type: none"> • Research, data collection, data analysis, energy modelling, proposing solutions and optimisation of renewable energy systems • Energy modelling of energy systems using in-house and other software • Using and enhancing a suite of software-based models for conducting CHP, solar and wind feasibility studies • Analysis of data using GIS software, databases and other applications • Deliver client presentations and other dissemination activities <p>Clients: Public, private and third sector clients predominantly fee paying work but some grant funded projects.</p>
<p>Job role</p> <p>To manage all aspects of the Projects team; actively developing new business opportunities, ensuring projects are managed profitably and manage all personnel aspects for your team members.</p>

Range of duties
<p>Business management and development</p> <ul style="list-style-type: none"> • Input into overall strategic direction of the organisation's business plan • Assist in the general management and development of Carbon Descent, including staff, resources, assets and relationships with external organisations and agencies • Look for opportunities for cross team working and a sense of team • Attend monthly management meetings and one board meeting per annum • Keep abreast of external factors (research, policy and media) affecting our organisation and also our peers • Find opportunities for and deliver talks and presentations and attend events and conferences (to be where our potential clients are) to raise our profile and network
<p>Team and line management</p> <ul style="list-style-type: none"> • Develop annual team action plan from organisation business plan with Managing Director

Range of duties

- Manage team budget and deliver agreed monthly invoicing targets with assistance from Managing Director, and Operations and Marketing Manager
- Hold monthly team meetings and track agreed actions
- Hold annual performance appraisals with each team member (with support from HR Manager when needed)
- Hold monthly 1-2-1 line management meetings with each team member using agreed format

Proposals, tenders and client development

- Help develop relationships with key clients and partners and identify business development opportunities
- Track all leads and utilise Managing Director where appropriate
- Enter all bids and proposals into Project Tracker (our Access database) with estimated fees and timeframes and enter key dates into staff diary
- Draw up timetable for application process
- Co-ordinate quotes from suppliers, negotiate favourable terms and mark up costs where appropriate
- Develop scope and estimate time and associated fees to deliver project
- Ensure monitoring and evaluation mechanisms are built into the project outline
- Using our templates where appropriate produce all documentation for and proposals – including costings in Project Tracker (or Excel) and utilising standard text for staff biographies, case studies and relevant policies.
- Ensure all documents are thoroughly proof read by another member of staff, approved by the Managing Director and submitted in good time
- Manage clients' or our terms and conditions – this may include lengthy public sector contracts or Service Level Agreements which could involve utilising our pro bono lawyers or negotiating details to our advantage
- If project is won, ensure all information is in Project Tracker, terms and conditions signed, purchase order number acquired. Organise internal inception meeting and ensure all documentation handed to project manager

Client management, project management and delivery

- Act as technical lead for all team projects
- Ensure all projects in your team are delivered to the highest standards and client feedback is actioned
- Maintain up to date client and supplier contact records in Project Tracker
- Manage own time inline with budgeted hours and agreed scope to ensure projects are on budget. Notify project manager well in advance of deadlines if more time is required or deadlines can not be met
- Attend client meetings and briefings when needed and ensure team keep record of all meetings
- Manage suppliers and ensure they deliver on time and on budget
- Check quality of all work that goes to the client from your team and ensure all work is proof read
- Keep well organised email records of all client correspondence and store all work on server
- Use Carbon Descent templates for all external correspondence

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
- Partake in your annual performance appraisal
- Carry out all duties with regard to Carbon Descent's equal opportunities, environmental and quality policies
- Carry out all duties with regard to health and safety at work requirements

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.

Range of duties

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
Qualifications	A masters level qualification or equivalent in a relevant subject	A
Relevant knowledge	• Detailed knowledge of sustainable energy technologies	A & I
	• Detailed knowledge of relevant local, regional, national and European policy across buildings, energy generation and transport	A & I
	• Detailed knowledge of the economic, commercial and regulatory drivers for our clients	A & I
	• Detailed knowledge of best practice and funding opportunities for local authorities, businesses, schools and community groups	A & I
Experience	• Proven track record of business development and relevant contacts	A & I
	• Evidence of securing work from public, private and third sector organisations through successful public sector tendering, fee paying proposal writing and grant applications	A & I
	• Organisation level as well as team management experience including personnel and budget responsibility	A & I
	• High level project management experience including management of high value or long term contracts delivering on time and on budget	A & I
	• Delivering high quality consultancy services and managing and presenting to senior level audiences	A & I
Competencies	• High level of numeracy	A
	• Data gathering, manipulation and interrogation	A
	• Advanced computer literacy including Word, Excel and Access	A
	• Excellent proposal and report writing skills and ability to tailor for specific audiences	A
	• Excellent presentation and public speaking skills	A
	• Negotiation skills	A
	• Excellent organisational and time management skills	A
	• Team development, motivational and staff management skills	A
Other	• Commitment to the environment and social equity	
	• Prepared to carry out duties in accordance with Carbon Descent's equal opportunities, environmental, quality policies and health and safety requirements	
	• Prepared to work flexibly including evenings and weekends when required	