

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Assistant Energy and Sustainability Data Analyst	Grade: S01
Section: Facilities Management	Directorate: Housing and Regeneration
Responsible to following manager: Energy and Sustainability Data Analyst	Responsible for following staff: 0
Post Number/s: 2	Last review date: January 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- As the Assistant Energy and sustainability data analyst you will work closely with our sustainability team, in order to progress our Net Zero ambitions and wider sustainability goals. Key tasks will include, checking key data metrics such as GHG emissions, water usage etc, pulling together presentation material on key data points and supporting the sustainability team on ad-hoc projects. You will have a high level of attention to detail and be comfortable dealing with complex numerical data.
- Assist with the delivery of actions and objectives set out in the Richmond Climate Emergency Strategy and the Wandsworth Environment Strategy support the creation and promotion of sustainability activities and tools aimed at transforming operations within the Council and schools to achieve real sustainability change.

Specific Duties and Responsibilities

- Developing departmental administrative processes and conducting of general, administrative energy and sustainability requirements across the department and any other duty required on an ad hoc basis.
- Manage the preparation of regularly scheduled reports and the preparation of data for inclusion in the submission of national and local indicators regarding energy and CO2 emissions.
- Accurately collate data from multiple information from a range of research and data collection activities in order to update and maintain our sustainability reports with – with a focus on quantitative data.
- Ensuring good and regular maintenance of the energy and sustainability databases, reports and dashboards for quarterly reporting.
- Co-ordinates and drives the collection of content from across the team for internal reporting.
- Using PowerBI and Advanced Excel to create invaluable insights from raw data that leads the councils’ rationale around the decarbonisation strategy decisions
- Supports all activities undertaken by the Energy and sustainability manager Energy and sustainability data analyst and the general team.
- Evaluate historic and present energy consumption data; compile regular and periodic energy reports/updates on the division's utility costs and consumption.
- Development of Council and department and baselining and benchmarking, internal and external reporting with knowledge of advanced data visualisation
- Coordinate the delivery of the environmental strategy ensuring that actions are assigned and subsequently delivered with outcomes clearly recorded.

Generic Duties and Responsibilities

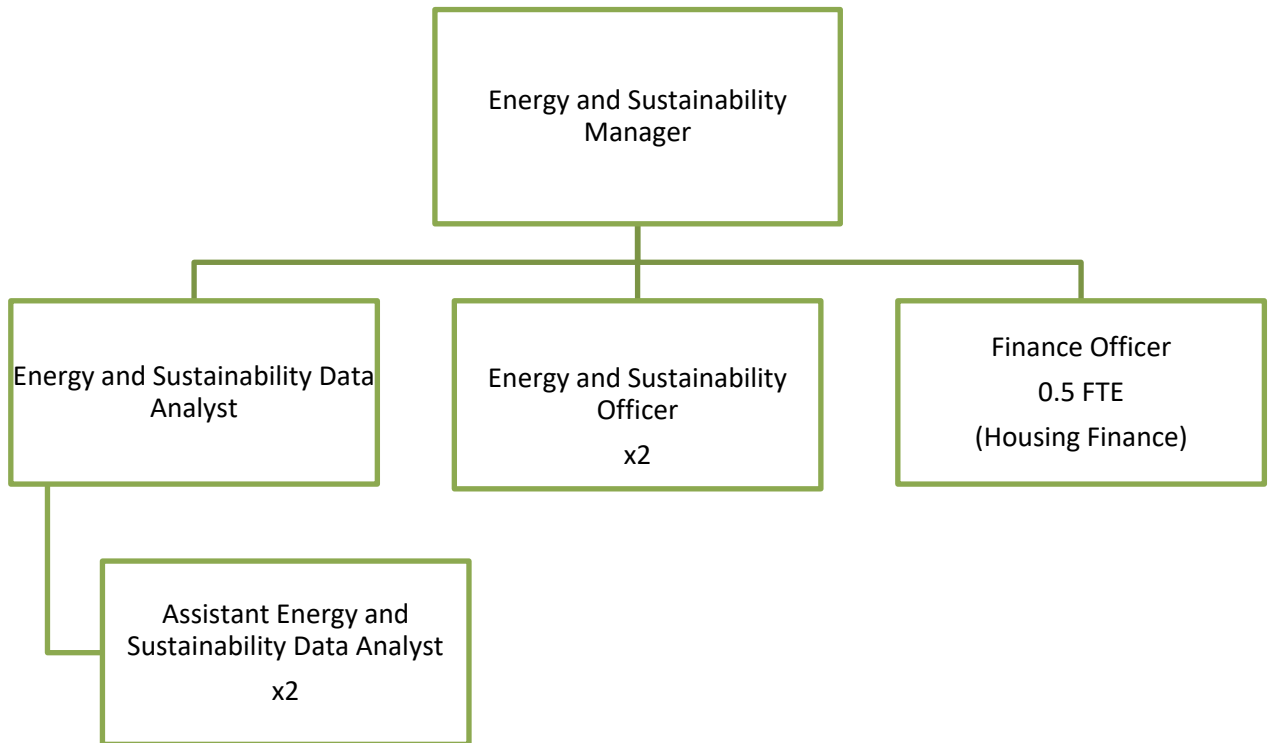
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- As required undertakes a supervisory role for temporary members of staff and/or trainee posts and provides client-side services where work is contracted.
- To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Have a knowledge of Environmental/ sustainability legislation and best practice.	✓		A&I
Experience with the Microsoft Office suite of products, with the ability to prepare written reports and other correspondence.	✓		A&I
Experience	Essential	Desirable	Assessed
Proven project management skills including the demonstrated ability to deliver agreed outcomes, and demonstrated time management and organisational skills, with proven ability to prioritise competing demands.	✓		A&I

Experience of managing and maintaining complex sustainability data collection and analysis, interpreting, collating and reporting relevant data.	✓		A&I
Skills	Essential	Desirable	Assessed
Demonstrable ability to use Microsoft packages and PowerBI to manage and manipulate complex data sets	✓		A&T
Excellent communication skills, relaying technical information in a simple way with the ability to engage a range of stakeholders.	✓		A&I
Ability to work to tight deadlines, within a highly scrutinised and regulated environment.	✓		A&I
Qualifications	Essential	Desirable	Assessed
Possess an environmental degree / diploma or working toward completion in a relevant environmental subject i.e., Sustainability / Environmental Management or relevant experience.		✓	A&C

A – Application form / CV

I – Interview

T – Test

C - Certificate