

## Job Description

Job Title: Carbon and Energy Analyst

POSCODE: CCC2611

Grade: SO1

### Overall purpose of the job

To input into Cambridgeshire County Council's carbon accounting and reporting processes, to allow regular progress reporting on carbon emissions and reductions, and interpretation of energy consumption and carbon emissions data.

To drive the use of research based evidence to support decision-making.

To support the delivery of the Council's Corporate Energy Strategy through collecting, analysing and reporting energy data from across the Council's property, energy investment projects and schools portfolios.

To support delivery of the Council's Climate Change and Environment Strategy and the wider work of the Climate Change and Energy Services team.

### Main accountabilities

*Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.*

	<b>Main accountabilities</b>
1.	<p><b>Analysis of greenhouse gas emissions data</b></p> <p>Contribute to producing the annual carbon footprint report for the Council. Compile relevant activity data and calculate the associated greenhouse gas emissions, using latest best practice methods.</p> <p>Lead the development of new/ improved processes and procedures that allow for better data capture and management in relation to carbon emissions – in particular scope 3 (supply chain and other indirect emissions) – as required to facilitate robust emissions reporting.</p> <p>Develop and maintain robust data collection, performance management and reporting systems. Analyse reporting data to identify trends.</p> <p>Provide technical advice to colleagues on carbon emissions and energy data, including advising on the carbon impact of projects going through planning applications.</p>
2.	<p><b>Analysis of energy consumption data</b></p> <p>To manage and operate the Energy Management Database including managing the collection, storage and retrieval of energy consumption, energy generation and cost data for all County Council properties (including schools – approx. 450 sites).</p> <p>Lead on the manipulation and provision of information and reports from the system, in the appropriate format for a range of audiences to inform decision makers.</p> <p>Undertake detailed analysis on energy-related data collected on the Energy Management Database and other Council systems, to inform decisions on our assets that deliver carbon emissions reductions, energy efficiency and renewable energy generation improvements.</p>

	<p>Ensure complete and accurate records of all building related energy consumption across the council's schools and non-schools property portfolio is created and maintained. Monitoring energy and water usage across the organisation, including the analysis of utility meter data to identify areas of high energy / water usage.</p> <p>Utilise systems including the Energy Management Database and implement tools to ensure efficient processing and reporting of the consumption data on all utility invoices for all CCC users.</p>
3.	<p><b>Collaboration with internal and external stakeholders</b></p> <p>Work collaboratively across the organisation by: Building and maintaining effective working relationships with a wide range of internal and external colleagues and stakeholders</p> <p>Advising managers on carbon footprints of their services and carbon calculators. Working with property, facilities management and estate management teams to discuss energy consumption, metering and other utilities issues.</p> <p>Respond to queries from colleagues in the team and from other teams across the Council, utilities suppliers and purchasing organisations (e.g. ESPO) regarding energy or carbon data, utilities supplies, billing, metering and general queries.</p>
4.	<p><b>Reporting</b></p> <p>Support regulatory and council reporting processes and compliance across the organisation. Support the provision of high quality management information and performance reporting for Cambridgeshire County Council, Members and Partners.</p> <p>Ensure statutory reporting is supported to agreed time and quality standards.</p> <p>Providing reports and updates for guidance and steer from cross party groups of members.</p> <p>Compile information as required to enable response to Freedom of Information requests.</p>
5.	<p><b>Support the Climate Change and Energy Services team</b></p> <p>Contribute to the delivery of the agreed outcomes for your team. Support team members with other tasks that may be required from time to time. Work with the whole team in identifying alternative ways of delivering outcomes in line with cross Council objectives.</p>
6.	<p><b>Project Management</b></p> <p>Lead some research projects and support others, by collating and analysing relevant data, and presenting findings. Managing small projects within the remit of carbon and energy data, e.g. process improvements.</p>
7.	<p><b>Communications</b></p> <p>Producing updates for the team website, case studies, reports, presentations etc on carbon footprints, energy data and related matters.</p>

	<p>Deliver presentations to colleagues, including explaining technical data to a non-technical audience and answering questions.</p> <p>Sharing carbon footprint evidence to Management Teams to inform policy and project development</p>
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent	Any	Essential
	Environmental science, Engineering, Computing, Mathematics or other relevant subject	Desirable
Relevant professional qualifications	IT, database management, energy management, carbon accounting, statistics or related	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Statistical and analytical data techniques	Knowledge of statistical and analytical data techniques, estimation and forecasting, qualitative and quantitative research and a wide range of data sources relevant to the Council.	Essential
Climate change, greenhouse gas emissions, carbon accounting and reporting methods	Understanding of the main sources of greenhouse gas emissions and methods of calculating emissions.	Essential
Local government	An understanding of the environment in which local government operates	Desirable
Energy / utilities	Good understanding of technical aspects of electricity, gas and water supplies	Desirable
<b>Skills and aptitudes</b>		
IT	High level of IT literacy particularly with the Microsoft Office suite particularly Excel.	Essential
Data analysis	Ability to manipulate, analyse, interpret and present data for use by specialists and non-specialists	Essential
Research skills	Ability to handle complex datasets and statistical methodologies with an overall thorough, methodical and accurate approach to data handling.	Essential
Communications	Strong communication skills including report writing and presentation skills. Ability to explain complex statistical analyses and findings to a range of audiences.  Strong and effective interpersonal skills in groups, teams and one-to-one situations.	Essential
Team work	Think creatively about opportunities to work together, building rapport.	Essential

	<p>Deliver results across team and organisational boundaries.</p> <p>Work effectively and collaboratively with internal and external partners to achieve required outcomes.</p>	
Integrity	<p>Focus on outcomes whilst remaining accurate in all working and showing how research influences open and transparent decision making.</p> <p>Identify areas of best practice to meet the diverse needs of customers and colleagues.</p>	Essential
Respect	<p>Appropriately challenge existing use of resources, in particular data, to deliver improvements and make informed decisions that if challenged can be substantiated.</p> <p>Challenge poor use of built and natural resources, delivering improvements.</p>	Essential
Continuous Improvement	<p>Review current practice both in own work and in the work of the team.</p> <p>Identify and deliver best practice.</p>	Essential
Organisational	<p>Proven ability to plan and prioritise own workload and deliver to tight timescales.</p> <p>Highly organised and motivated, able to progress work under own initiative, with minimum supervision.</p>	Essential
Full clean driving license		Desirable
Travel	Ability to travel across the county (pool transport is available)	Desirable
Flexibility	Ability to work flexibly	Desirable
<b>Experience</b>	<i>Give an idea of the type and level of experience required <b>do not</b> specify years of experience.</i>	
Productive relationships	Proven ability in fostering positive and constructive relationships with internal and external stakeholders.	Essential
Presentation of information	Experience of preparing meaningful and concise reports and presentations and ability to manage and participate in senior level meetings to achieve desired outcomes.	Essential
Research and information analysis	Practical experience of working with and analysing statistics, applying analytical skills, handling large volumes of data.	Essential
Public sector	Experience working in the public sector, especially local government	Desirable
Energy management software	Understanding / experience of using SystemsLink database or other energy management or asset management software	Desirable

Equality, Diversity and Inclusion (applies to all roles)	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.
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### Disclosure level

What disclosure level is required for this post?	<b>None</b>	<b>Standard</b>
	<b>Enhanced</b>	<b>Enhanced with barred list checks</b>

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	<del>Fixed</del>	Hybrid	Field	Remote	Mobile
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