



Job title:	Zero Carbon Advisor
Salary	£25,000
Division:	Energy
Responsible to:	Head of Carbon Advisory

The Role

The Zero Carbon Advisor is accountable for delivering services to the Energy Division's customers to help reduce their carbon emissions.

The services will primarily be delivered via a consultancy type approach and will include carbon footprinting, long term forecasting and creation of high level impact assessments to enable customers to move towards a zero carbon position in future. The Zero Carbon Advisor will need to be adaptable and focussed to deliver a variety of high quality consultancy work as required. This is a key role for delivering the Energy Division's vision of providing a broader range of services to a broader range of customers.

This position includes liaising with both internal and external stakeholders up to senior management level to ensure the successful delivery of carbon reduction solutions on behalf of customers.

Personal Development within the role is expected and supported, and the ability to adapt to a rapidly changing market will be fundamental in driving forward innovation and in helping to deliver new revenue streams for the business.

Key Duties

- Understand customer drivers for reducing carbon emissions and the associated market for carbon reduction services.
- Deliver services to customers particularly relating to reviewing, forecasting and planning reductions in customer carbon emissions.
- Utilise MS excel and other software based methodologies for calculating carbon footprints, forecasting future emissions and planning reductions.
- Produce written reports to customers regarding carbon footprints and strategies to reduce emissions.
- Be confident to present findings and key elements of advice to customers. Customer representatives may range from energy carbon experts to senior management.
- Be able to communicate the key benefits of our carbon services internally.



- Liaise with customers, suppliers and industry participants, carrying out independent research into specific issues or areas where required.
- Utilise and work alongside consultants and/or partners in order to develop and deliver services to customers.
- Develop and maintain an expert understanding of carbon footprinting techniques, national guidance, data sources and carbon reduction methods.

Such other duties, commensurate with the grading of the post that may be assigned by the line manager or their nominee.

Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment

Other duties:

Health and Safety: Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

Equality and Diversity: Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

Environmental Awareness: To support the organisation's corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner

Internal & External Relationships

Internal:

Successful internal relationships will need to be developed with:

- All colleagues within the Energy Division

External:

Successful external relationships will need to be developed with:

- Suppliers
- LASER Customers
- Regulatory bodies



- Industry participants

Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Qualifications / Training	Essential	Desirable
Appropriate Degree-level qualification or relevant experience and accreditations with bodies such as CIBSE, Energy Institute or IEMA such as formal energy management qualification or low carbon consultant	✓	

Experience / Knowledge	Essential	Desirable
Some prior knowledge or experience of assessing or measuring greenhouse gas emissions.		✓
Analysing and interpreting large data sets and using calculations to conclude results and recommendations.	✓	
Experience of producing written reports cohesively setting out results and findings	✓	
Experience of influencing strategic stakeholders		✓
Experience of operating in a commercially numerate environment or providing consultancy type services		✓

Skills / Abilities	Essential	Desirable
Excellent IT skills, particularly Microsoft Office packages	✓	
First class communication and presentation skills (both verbally and in written format)	✓	
Assimilate, analyse and interpret key facts from a wide variety of data sources working to tight deadlines.	✓	
Able to undertake tasks to a high degree of accuracy.	✓	



Good organisational and prioritisation skills.	✓	
Able to work on own initiative and as part of an integrated team.	✓	
Creativity, innovation and problem solving	✓	
Able to build rapport quickly and be influential within teams, with peers and stakeholders.		✓
Highly numerate	✓	

Additional Attributes	Essential	Desirable
Commitment to deliver Equality, Diversity and Inclusivity in any recruitment.	✓	
Role model Commercial Services values of Caring, Trustworthy & Proud.	✓	
Lead by example and set the standards that support the image we want to project to our customers, suppliers and colleagues.	✓	

Code of conduct

We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image we project to our customers and suppliers.

We expect all our team members to :

- ✓ Be Caring – about their colleagues, their customers and our business
- ✓ Be Trustworthy – and do what they say they are going to do
- ✓ Be Proud – of their role in the business, what they do and how they do it

Job Holder's Signature:		Date:
Print Name:		



Line Manager's Signature:		Date:
Print Name:		