

Job Description:
Sustainability, Environment and Energy Analyst

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| Function: | Strategic Property Support Services |
| Job:  | Sustainability, Environment and Energy Analyst |
| Position:  | **Sustainability, Environment and Energy Analyst** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Strategic Property Services Lead |
| Additional reporting line to: |  |
| Position location: | Hybrid: London / Home based |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * This exciting role involves working on a high-profile blue light service contract to support decision making that will reduce utilities consumption and costs across the client’s estate. The role involves managing data and providing detailed technical analysis that will lower the cost and environmental impact of operating the client’s extensive property portfolio, improve the performance and allow the client to meet their strategic estate objectives including Greening Government Commitments and stretch targets set by the Mayor of London.
* This is an exciting opportunity to work within a dynamic account team alongside other property professionals to drive energy and sustainability improvements on a large and publicly visible portfolio.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Analysis of a property portfolio of c.200 sites across the Greater London area, with overall property services annual revenue budget of c.£190 million and annual capital budget of c.£100 million.
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Provide in depth technical utilities analysis and sustainability reporting services directly to our clients in accordance with our contractual obligations
* Lead the energy analytics to enable identification of energy saving opportunities, identify energy wastage and direct targeted energy audits and surveys
* Where appropriate, work with our client’s suppliers relating to sustainability obligations
* Utilise existing data sets and develop reporting to link utility performance with asset management, projects and operational use of the buildings
* Manage large volumes of complex data from multiple sources and in differing formats
* Technical insight and interpretation of data findings into presentable insightful information that will improve the portfolio’s environmental performance.
* Ensure that the Integrator contract is compliant with the relevant standards as set out within ISO 14001
* Provide assurance that the client’s FM supply chain is managing waste in accordance with their service contracts and the law
* Be the point of contact with the Environment Agency in the event that permits or exemptions to carry or send waste in relation to the Integrator agreements are revoked
* Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations
* Work in such a way that upholds and promotes the client values of professionalism, integrity, courage and compassion
* Fully comply with the Information Security requirements of the contract
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Understand client strategy, objectives and tactical requirements and how these inform the focus of business intelligence activity
* Produce management information reports including utilities, and sustainability performance and financial metrics and interpret into meaningful analysis
* Benchmark data to provide intelligence on the performance of buildings and equipment
* Gather and monitor building information to assist with compliance (contractual and legal)
* Monitor and analyse data from online energy reporting platforms
* Analyse performance indicators such as Display Energy Certificates and Energy Performance Certificates.
* Communications and reporting to client, relating to energy and sustainability performance and improvements
* Training of clients and building users on how to read/use their energy data.
* Assisting with the development and operations of the Client’s Building Energy Management Systems (BEMS) to ensure optimal conditions for the Client’s end users
* Manage and coordinate utilities analysis queries between all key stakeholders
* Work with our Analysis Team to develop, build and maintain a suite of environmental reporting on Power BI
* Produce analysis and recommendations to minimise the release of greenhouse gases (including carbon dioxide emissions), air pollutants, volatile organic compounds and other substances damaging to health and the environment from the client estate
* Produce analysis and recommendations to reduce and minimise carbon emissions by taking into account factors including, but not limited to, the locations from which materials are sourced, the transport of materials, the locations from which the work force are recruited and emissions from offices and on-site equipment
* Undertake sustainability & sustainable procurement reporting
* Monitor and report on contract level social value objectives
* Be an active member of the Property Professional Services’ Sustainability and Energy Management community of practice
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Accurate storage and analysis of data and information within systems and databases
* Support with reducing the cost and environmental impact of operating the portfolio
* Be the key point of contact on energy, sustainability and environmental issues for the contract and ensure Sodexo employees are aware of all Integrator sustainability policies, standards and targets
* Accurate delivery of all sustainability reports that are required on a periodic basis and as defined in the contractual arrangements
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Energy management and carbon reporting
* Graduate degree or equivalent in relevant subject (Science, Mathematics, Energy, Engineering or Environmental Management)
* Ability to deal with complex high-volume data
* Excellent planning and organisational skills
* Naturally inquisitive
* Ability to work across functions and with client and suppliers to achieve outcomes
* Ability to analyse large amounts of data from various data sets efficiently and accurately
* Ability to represent results of data analysis in clear and concise formats (visual and tabular)
* Ability to understand clients’ requirements and make reports relevant
* Ability to analyse results and identify areas of focus for demand and cost reduction
* Ability to present analysis and reports at all levels of seniority
* Ability to discuss and resolve issues (e.g. gaps in data) in collaboration with others
* Ability to work both with others as part of a team and also independently
* Takes accountability and responsibility for delivering accurate analyses and reports
* Good knowledge of MS Office Excel
* Competent with other MS Office programs (Word, PowerPoint, Outlook, Power BI)
* Ability to be flexible and work to deadlines
* Applicants need to be eligible to pass security vetting carried out by the Client
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Communicates effectively
 | * Being resilient
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| * Drives results
 | * Cultivates innovation
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| * Optimises work processes
 | * Collaborates
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| 9. Management Approval – To be completed by document owner |
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| Version | 0.2 | Date | 1.7.2022 |
| Document Owner | Amanda Nijjar |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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