

# Job Description: Sustainability, Environment and Energy Analyst (Placement)

(N+1 Job title and name):	
Additional reporting line to:	PPS Placement Manager
Position location:	Hybrid Belfast / Home (Travel throughout the UK & Ireland will be required)

<p><b>1. Purpose of the Job</b> – State concisely the aim of the job.</p> <ul style="list-style-type: none"> <li>PPS Talent Academy is an exciting initiative which provides placement opportunities for students within the Construction and Built Environment sector. Working alongside our UK based team of construction and property professionals we can offer varied and exciting opportunities, supporting our various government contracts across the UK.</li> <li>The role of placement Sustainability, Environment and Energy Analyst will support the decarbonisation of our client's estate, collecting and analysing data and assisting in detailed technical analysis that will lower the cost and environmental impact of operating extensive property portfolios across the UK.</li> </ul>
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<p><b>2. Main assignments</b> – Indicate the main activities / duties to be conducted in the job.</p> <ul style="list-style-type: none"> <li>Support carbon, energy, water and waste analysis to enable performance improvement opportunities to be identified, and suitable solutions developed;</li> <li>Where appropriate, work with our client's suppliers relating to sustainability obligations;</li> <li>Utilise existing data sets and develop reporting to link utility performance with asset management, projects and operational use of the buildings;</li> <li>Support the completion of monthly, bi-annual, annual and biennial of performance and status reports;</li> <li>Assist in maintaining energy, water and waste databases, comprised of complex data from multiple sources and in differing formats;</li> <li>Utilise technical insight to interpret and present data findings to help improve the portfolio's environmental performance;</li> <li>Support the delivery of the Building Energy Management Systems (BEMS) Helpdesk;</li> <li>Fully comply with the Information Security requirements of the contract.</li> </ul>
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**3. Context and main issues** – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- This role will be supporting a large, multi-disciplinary team of property professionals who operate across the UK, offering experience across various contracts.
- We manage large, complex and geographically dispersed government estate, successful candidates will be required to achieve security clearance prior to placement commencing.

**4. 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.

- Complete Placement Programme.
- Undertake necessary training & personal development activities.
- Support Sodexo social-value initiatives and volunteering.
- Attend meetings and careers fairs to support future cohorts of the PPS Talent Academy.

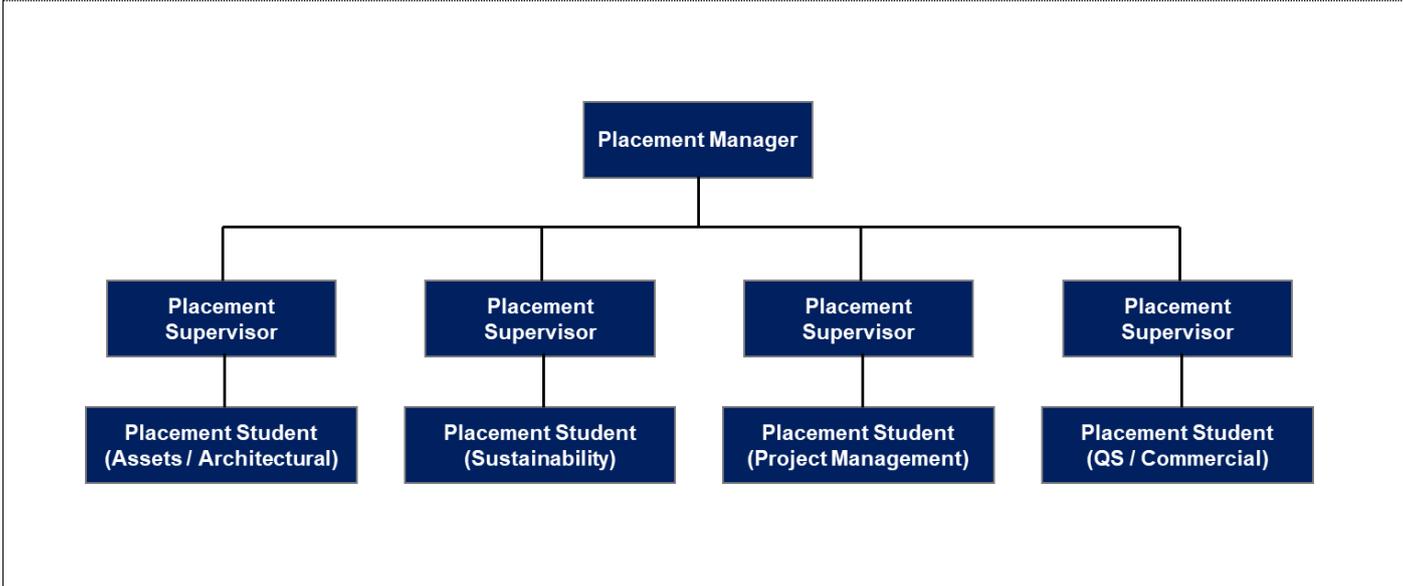
**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- It's a really exciting time to join Sodexo's Government Segment, we have recently merged our Justice Services and Government & Agencies business and are starting to bring to life synergies and focus, benefiting our teams and clients. Together we are a powerful combination of more than 11,000 employees and 600 sites serving 35 very high-profile public-sector clients.

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Currently enrolled in a construction, property, energy or engineering related undergraduate programme.

**7. Organization chart** – Indicate schematically the position of the job within the organization. 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.



Received:

Date:

Date:

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Job holder

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Immediate Manager