

Job Description: Sustainability, Environment and Energy Analyst



Function:	Government UK & Ireland, i2020 Integrator, Property Professional Services
Job:	Graduate Energy & Sustainability Officer
Position:	Graduate Energy & Sustainability Officer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Energy & Sustainability Manager
Additional reporting line to:	
Position location:	Hybrid: Belfast / Home based

1. Purpose of the Job – State concisely the aim of the job.

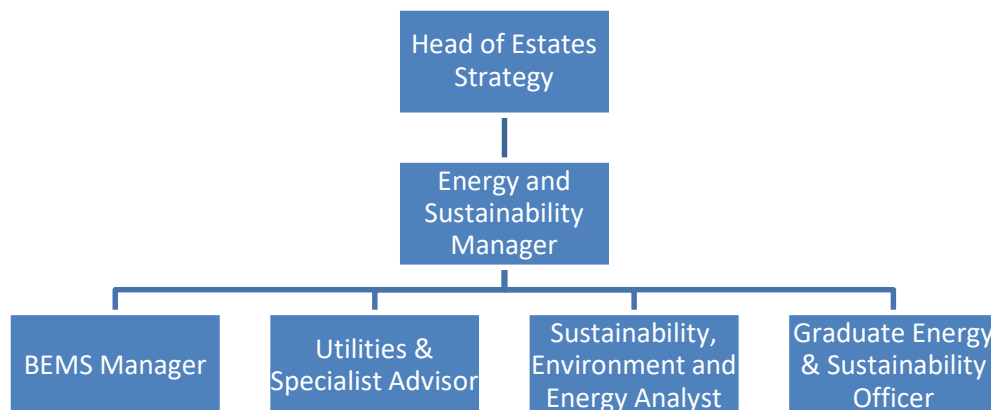
- This exciting role involves working on a high-profile blue light service contract to support decision making that will reduce utilities consumption and costs across the client's estate.
- The role involves managing data and providing detailed technical analysis that will lower the cost and environmental impact of operating the client's extensive property portfolio, improve the performance and allow the client to meet their strategic estate objectives to reduce carbon emissions, water use and energy use, as well as improve waste management and embed circular economy principles.
- Graduate role within a dynamic account team alongside other property professionals to drive energy and sustainability improvements on a large and publicly visible portfolio.

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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none">▪ Analysis of a property portfolio of c.272 sites across Northern Ireland, with overall utilities budget of ~£15 million							

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.

- This role will be working as part of 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.
- Reducing energy use, water use and carbon emission are key strategic priorities for the Client; this role offers an opportunity to develop skills and abilities in technical disciplines related to these priorities.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Support work to analysis carbon, energy, water and waste performance and help to identify and develop improvement opportunities and solutions;
- Where appropriate, work with our client's suppliers relating to sustainability obligations;
- Support the completion of monthly, bi-annual, annual and biennial of performance and status reports;
- Assist in maintaining energy, water and waste databases, comprised of complex data from multiple sources and in differing formats;
- Utilise technical insight to interpret and present data findings to help improve the portfolio's environmental performance;
- Provide in depth technical utilities analysis and sustainability reporting services directly to clients in accordance with contractual obligations;
- Support the delivery of the Client's Building Energy Management Systems (BEMS) Helpdesk to ensure optimal conditions for the Client's end users;
- Utilise existing data sets and develop reporting to link utility performance with asset management, projects and operational use of the buildings;
- Assist in managing 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;
- Gather and monitor building information to assist with compliance (contractual and legal);
- Manage and coordinate utilities analysis queries between all key stakeholders;
- Work with our colleagues to develop, build and maintain a suite of environmental reporting;
- Training of client staff and building users on environmental matters as required;
- Support and contribute to Asset Management Plans that strive for maximum efficiency of energy and resources through lifecycle maintenance activities or new projects;
- Assist the Asset Team to ensure Asset information across the Estate is maintained to the required level
- Fully comply with the Information Security requirements of the contract;

- Work in such a way that upholds and promotes the client values of professionalism, integrity, courage and compassion;

Be an active member of the Property Professional Services' Sustainability and Energy Management community of practice

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.

- Improve environmental performance on the Client estate, particularly through reducing the energy use, water use and carbon emissions;
- Accurate delivery of all sustainability reports that are required on a periodic basis and as defined in the contractual arrangements;
- Undertake necessary training & personal development activities;
- Support Sodexo social-value initiatives and volunteering.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Graduate Honours degree or equivalent in relevant subject (Energy, Engineering, Environmental Management, a relevant Science degree);
- Ability to deal with complex high-volume data;
- 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 performance improvement and/or 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;
- Competent with other MS Office programs (e.g., Word, PowerPoint, Outlook, Power BI etc);
- Ability to be flexible and work to deadlines;
- Applicants need to be eligible to pass security vetting carried out by the Client.
- Excellent planning and organisational skills;
- Naturally inquisitive;

Desirable

- Ability to operate BEMS platforms;
- Experience of energy management, energy auditing or carbon reporting;
- Graduate membership of CIBSE or equivalent professional institute;
- Level 7 Qualification;
- Knowledge of relevant standards such as, ISO 50001, ISO 14001, ISO 55000, ISO 14064-1, PAS 2080 etc

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Communicates effectively	▪ Being resilient
▪ Drives results	▪ Cultivates innovation
▪ Optimises work processes	▪ Collaborates

9. Management Approval – To be completed by document owner

Version	1.0	Date	19/04/2024
Document Owner	David Henry		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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