



Job Description – Environmental Reporting Analyst

Reports to: Head of Data Reporting & Insights (Real Estate team)
Location: Overmoor, Corsham, near Bath (preferred), London or Chorley
(currently home working due to Covid-19)

Introduction:

Verco is an award-winning employee owned energy consultancy. We work with Governments designing energy efficiency policy and work with industry leaders on their pressing energy and resource management challenges. We provide a wide range of reporting, compliance and energy management services using a range of data and analytics software, in conjunction with an experienced consultancy team.

Overall Purpose:

The job will support the delivery of reporting and compliance based services, working with some of the UK's leading sustainability teams. The primary role will be working with our consultancy providing data input and analysis support to projects to ensure the diverse needs of our clients are always met.

Primary Responsibilities:

1. Project Management:
 - i. Deliver required project inputs according to time, quality and budget requirements.
 - ii. Ensure progress is accurately communicated and expectations of various stakeholders are managed effectively.
2. Technical input
 - i. Become an expert user of a range of data and analytics tools/software i.e. Power BI, SharePoint, Envizi etc. (training will be given)
 - ii. Provide support to the consultancy team by set up and configuration of project tools/platforms to match client's needs
 - iii. Support business development activity by maintaining and developing demo sites for new prospects.
 - iv. In time, be able to provide basic training to other team members.
3. Data handling and processing
 - i. Efficiently handle large sets of data and be able to confidently process them into required formats.
4. Product development
 - i. Actively participate in our culture of continuous development and innovation by contributing ideas for new feature and functionality to our development team

5. Operational

- i. Participate in the quality system and effectively apply the company's procedures, policies and practices
- ii. Oversee/Quality Check Data Migration routines, reviewing outputs against quality standards and continually looking for process improvement

Profile:

Project delivery:	85% of time
Training:	10% of time
Operations/Overhead:	5% of time