

## Person Specification – Environmental Reporting Analyst

Reports to: Head of Data Reporting & Insights (Real Estate team)

Job related attributes	Essential criteria	Desirable criteria	How it will be assessed
<b>Education, Qualifications &amp; Training</b>	Educated to A level or equivalent	A levels (or equivalent) in a science, engineering, computer studies or mathematics based subject	Application /CV/
<b>Employment Experience</b>		1-2 years' experience working in a support role in a professional environment	Application /CV/ interview
<b>Knowledge &amp; Understanding</b>		Understanding of online software tools	Application /CV/ interview
<b>Skills / Competencies</b>	Excellent Microsoft Excel & good MS Word, MS PowerPoint skills Ability to work with and process large data sets A good analytical approach Strong communication skills Ability to work independently and creatively on challenging problems	Good Microsoft Power BI skills Good project management skills Good telephone manner	Application /CV/ interview
<b>Other requirements &amp; attributes</b>	Willingness to travel nationally Able to present a professional appearance to clients	A passion for sustainability	Application /CV/ interview

Completed by: Helen Reed

Date: September 2020