

Person Specification – Environmental Reporting Analyst

Reports to: Head of Environmental Reporting

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

Completed by: Helen Reed

Date: April 2019