

Job Description

Job Title: Environmental Reporting Analyst
Reports to: Head of Environmental Reporting
Location: Overmoor, Neston, outside of Bath

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 our proprietary software Carbon Desktop™, in conjunction with an experienced consultancy team and combined with Microsoft's business intelligence software, Power BI.

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 team supporting the setup, configuration and ongoing support of Carbon Desktop™, our online data management platform, 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 Carbon Desktop™ and Microsoft Power BI (training will be given)
 - ii. Provide support to the consultancy team by set up and configuration of Carbon Desktop™ 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