



Job Description: Junior Consultant – Policy, Strategy & Compliance Management

Reports to: Head of Environmental Reporting
Location: Overmoor (Corsham near Bath)

About Verco:

Verco is an award-winning employee owned energy consultancy. Our vision is to provide solutions for a zero-carbon world; helping our clients reduce their environmental impact and save money through data drive analysis, grounded advice and real-world solutions.

We are proud to work with some of the biggest names in the business, across a wide range of sectors; from governments designing energy efficiency policy, to 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 latest analytics.

Overall Role Purpose:

The purpose of the Junior Sustainability Consultant role is to provide technical resource to projects and business development activities and to meet or exceed targeted levels of utilisation and productivity. This role will primarily support the reporting and compliance based services working with some of the UK's leading sustainability teams.

Training/Personal Development:

The role represents the entry point within Verco's consultancy career structure and the opportunity to develop and demonstrate the capabilities required to perform a full consultancy role within the business. You will be supported in your career development, through developing skills such as project management, your technical skills and to supporting you towards a Chartership.

Primary Responsibilities:

1. Project Management

- To deliver required project inputs according to time, quality and budget requirements. In time, you will take responsibility for project work streams and small-scale consulting projects.

2. Technical input

- Provide technical input and effective data analysis to projects to support the achievement of deliverables to time and budget

3. Business development and proposal writing

- Assist proposal creation through the collation of required information and to provide support to managers and directors in order to achieve individual and sales targets.

4. Client management

- Maintain strong relationships with existing clients through professional interactions.

5. Operational

- Provide timely responses to operational needs including time-sheeting, invoicing, reviews, project management information, health & safety, etc.

6. Performance targets

- To take shared responsibility for meeting or exceeding targeted levels of personal performance and productivity and for advertising capacity levels and availability

Profile:

Project delivery:	80% of time
Training:	10% of time
Overhead:	5% of time
Business Development:	5% of time