

Job Description: Sustainability Consultant, Low Carbon Europe Ltd

Reporting to (operations): Director of Operations

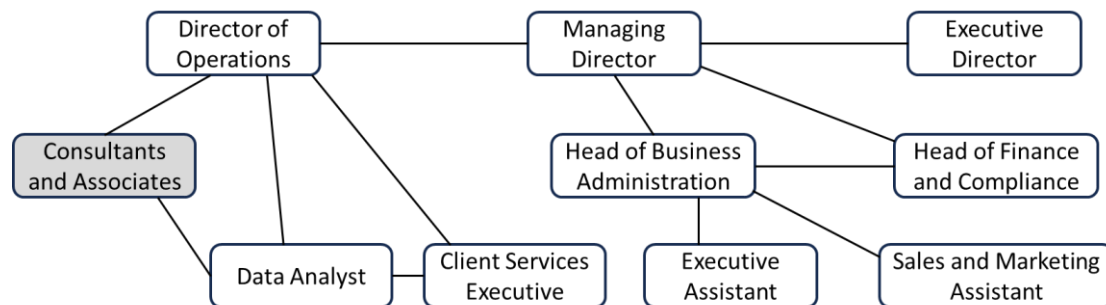
Reporting to (management): Director of Operations and CEO

About Low Carbon Europe:

Low Carbon Europe are Energy & Sustainability Consultants that support the progression of their client's energy and environmental agendas. LCE's client-base are represented across a broad spectrum of sectors however their specialism is in healthcare.

Corporate structure:

LCE Organisation Chart



About the Role:

The role of the Sustainability Consultant is to ensure successful delivery of work-streams through the LCE's consulting services whether these be retained, repeat or one-off projects. The role requires a blend of professional, communicative and interpersonal skills; the ability to impress clients with high quality written work is essential, as is positive client-relationship management.

The role has a specific focus on delivering (and exceeding) satisfactory outcomes of client assignments by ensuring quality is achieved; this is reflected and recorded within LCE's (ISO9001) Quality & (ISO 14001) Environmental Management System.

As this position requires frequent interaction with clients, frequent feedback is to be relayed to the Director of Operations as well as reflected within weekly updates provided for LCE's Project Management software.

A LCE Sustainability Consultant is required to manage the work-streams of projects assigned to them through an agile-working model, in conjunction with meeting client requirements whilst being mindful of the commercial aspects of any given project. This is likely to include a combination of working in the Brighton office, working from home as well as attending client premises.

Success in this role is likely to be attributable to the Consultant being well organised, punctual, highly motivated to deliver value and to develop their own skills, be willing to travel and having a close attention to detail as well as a keen commercial awareness.

Main Duties & Responsibilities:

- Preparing detailed policy, strategy, planning and reporting documents that improve sustainable practice with client-organisations, submitted to the Director of Operations for review.
- Undertaking appropriate research into the operating methods of the client-organisation as well as the sector in which it operates, to support project delivery.
- Provide support in implementing projects and operational change within client-organisations.
- Provide regular monthly progress reports to client organisations, submitted to the Director of Operations for review.
- Establish and manage relationships with third party vendors of relevant products and services, on behalf of LCE and client organisations.
- Write detailed strategic plans designed to reduce carbon footprints and save resources, and manage the implementation of action plans and monitoring procedures.
- Analyse client data, develop carbon footprints and bespoke recommendations that enhance sustainability in client organisations.
- Provide communications, workshops and activities to support LCE's behaviour change programmes.
- Provide weekly reports to LCE's project management system and submit monthly timesheets in a timely manner.
- Support LCE's marketing and sales activities by contributing project case studies and news items for digital publication.
- Support contract management and sales activities by working to identify opportunities within the existing client-base as well as opportunities for wider business development.
- Provide support to develop proposals for new business.
- Provide support and project management to strategic partnerships including The Planet Mark and Centre for Sustainable Healthcare.
- Represent LCE at external events, and support sales and marketing activities when required.
- Comply with the requirements of LCE's quality and environmental management manual to support LCE's ISO9001 and ISO14001 accreditation.

Person Specification:

- Have specialist knowledge and a proven track record in working successfully within the sustainability sector.
- Be a member of a relevant accreditation body, such as IEMA (Institute of Environmental Management & Assessment).
- Have the ability to work unsupervised, possess strong prioritisation skills and independently manage the workload.
- Possess excellent organisational skills, with the ability to manage complex projects across multiple clients.
- Have strong analytical and problem solving skills with an ability to produce clearly-presented, accurate results and written reports.
- Be enthusiastic, self-motivated and confident in interacting with clients, and developing effective long-term client relationships.
- Have a keen attention-to-detail and the ability to produce high-quality written work for a variety of audiences (technical and non-technical).
- Have an understanding of the legislative and compliancy requirements associated with client organisations.
- Ensure accuracy in the recording of time spent on projects.
- Hold the ability to deliver (and exceed) satisfactory outcomes on completion of client projects.

- Have a broad understanding of the services provided by LCE
- Be competent in the use of Microsoft Office software.
- Have a willingness to travel on company business as reasonably required for projects, CPD development, sales or marketing activities, with occasional nights away.
- Have excellent communication skills, with the ability to speak and present information with confidence in front of a range of audiences, lead client workshops and represent Low Carbon Europe at industry events.
- Ideally, have a familiarity with ISO 9001 and ISO 14001 Management Systems.
- Hold a willingness to learn and expand knowledge and qualifications.
- Hold a valid UK driving licence.

Training & Development:

- To share knowledge with other team members
- To acquire knowledge from other team members, beyond one's own area of specialism.
- To ensure that CPD & formal training requirements are met and reviewed at regular appraisals.