



<b>Job Title:</b>	Energy and carbon specialist
<b>Unit / Department:</b>	Project delivery team
<b>Bioregional Grade:</b>	Project Manager/Senior Project Manager
<b>Salary:</b>	£35,000 - £44,000 p.a. depending on experience
<b>Contract:</b>	Permanent
<b>Hours:</b>	37.5 (5 days/week)

### ***JOB PROFILE***

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#### **Main purpose of the job**

We are seeking a highly numerate, experienced energy and carbon specialist to support Bioregional's work to create zero-carbon homes and businesses.

Bioregional champions a better, more sustainable way to live.

Founded in 1994, we are a charity and social enterprise that has worked with partners in business, local government and the NGO sector on hundreds of transformative projects. Using our One Planet Living® framework to guide our work, we have partnered with major developers to create pioneering eco-communities and with retailers to create award winning eco-products and efficient business operations.

Our aim is always to show how moving towards genuinely sustainable living can be attractive and affordable for people, communities and businesses.

You will primarily sit within the Sustainable Places team but will work on a variety of wider projects depending on experience, likely across two business areas:

- **Sustainable places** - manage the delivery of discrete projects for advisory services and grant-funded projects including: zero-carbon roadmaps and strategies for local authorities, housing providers and developers.
- **Sustainable business** – assessing the carbon footprint of companies with large property portfolios and creating detailed carbon and energy reduction plans.

#### **Scope of job**

The candidate will be part of the delivery team and will work mainly in on our sustainable places projects.

This role will work across Bioregional's projects with developers, retailers and local authorities:

- a) Working with sector-leading developers and asset owners to develop zero-carbon energy strategies for new-build residential and non-residential developments
- b) Working with companies with large property portfolios to calculate the carbon footprint of their estate and create zero carbon actions plans and targets in line with the latest climate science.
- c) Working with local authorities to calculate baseline carbon emissions (own operations and whole district), develop detailed zero carbon action plans in response to climate emergency declarations
- d) Supporting Bioregional Homes Ltd to plan, design and build zero carbon homes across the south east.
- e) Working with our senior leaders to inform policy and industry practice to achieve zero carbon energy in the built environment

We are looking for someone who is flexible and will enjoy supporting a variety of work requirements. The role may involve occasional UK-based travel.

**Dimensions and limits of authority**

You will work across our project delivery team and be line-managed by our Head of Sustainable Places. You will be highly numerate, analytical and organised, able to work with minimal supervision and comfortable managing stakeholder relationships within specific areas of project delivery.

***DUTIES & KEY RESPONSIBILITIES***

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<b>1</b>	<p><b><u>Project delivery</u></b></p> <ul style="list-style-type: none"> <li>• Modelling carbon emissions from existing buildings stock, ideally also looking at transport and other major sources of emissions.</li> <li>• Providing technical advice to clients to help them establish impactful energy retrofit programmes with a particular focus on residential properties.</li> <li>• Production of concise, accurate, well researched and well-presented reports and other outputs to client briefs.</li> <li>• Organising project meetings and workshops</li> <li>• Preparing and delivering presentations at key project milestones</li> </ul>	<b>70%</b>
<b>2</b>	<p><b><u>Business development</u></b></p> <ul style="list-style-type: none"> <li>• Working with our fundraising manager and other team members to submit tender responses to local authority invitations to tender including developing methodologies, budgeting and securing project partners where required</li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>Working with Heads of teams and other project managers to prepare commercial proposals including writing methodologies, budgeting and providing case studies</li> <li>Attending interviews or pitches</li> </ul>	
<b>3</b>	<p><b><u>Knowledge management and continuous learning</u></b></p> <ul style="list-style-type: none"> <li>Attending internal seminars and external training to develop technical knowledge and industry exposure.</li> <li>Skills training as appropriate to role which may include but not be limited to IT, project management and communications.</li> </ul>	<b>5%</b>
<b>4</b>	<p><b><u>Organisational management</u></b></p> <ul style="list-style-type: none"> <li>Attending general meetings including project updates, team meetings and line management meetings.</li> <li>Maintaining accurate and up to date timesheets.</li> </ul>	<b>5%</b>

**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Skills/abilities</b>	<ul style="list-style-type: none"> <li>Experience of modelling carbon emissions from existing buildings stock, ideally also looking at transport and other major sources of emissions.</li> <li>Experience of retrofit and energy efficiency of buildings, particularly residential.</li> <li>Experience of SAP, SBEM, IES and other energy modelling of buildings.</li> <li>Proven advanced Excel skills</li> <li>Ability to support the preparation of compelling proposals</li> <li>Ability to work under pressure and meet deadlines, independently and as a team member or leader.</li> <li>Clear communicator– comfortable with presenting to an audience on both technical and non-technical matters.</li> </ul>	<ul style="list-style-type: none"> <li>Track record of environmental certification for buildings (BREEAM, LEED, WELL etc)</li> <li>Experience and familiarity with PHPP and TM54</li> <li>Experience of developing carbon strategies or roadmaps for local authorities/housing associations</li> <li>Experience of developing zero-carbon strategies for new-build developments</li> </ul>

<p><b>2. Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Good understanding of the policy and regulatory landscape relating to building energy efficiency and building related renewables technologies in the UK.</li> <li>• Good understanding of net zero carbon standards</li> <li>• Good understanding of energy systems (grid, gas, district) and smart applications such as demand side response, grid services etc.</li> <li>• Good understanding of construction processes, materials, timescales and costs.</li> <li>• Good understanding of carbon inventory, reporting and protocols.</li> <li>• Good understanding of carbon modelling methodologies, and their respective strengths and weaknesses.</li> <li>• Good understanding of energy and carbon data sources for modelling regions and cities, and their respective strengths and weaknesses.</li> <li>• Knowledge and experience of building integrated renewable energy systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of factors affecting occupant comfort, including use of test methods (e.g. BUS), modelling methods and software</li> <li>• Good understanding of methodologies for embodied carbon quantification and design principles for circular economy</li> <li>• Knowledge and experience of mechanical and electrical building services and systems</li> </ul>
<p><b>3. Education/ qualifications</b></p>	<ul style="list-style-type: none"> <li>• Educated to degree level in engineering, architecture surveying/construction or geography with a specific focus on data/carbon/modelling</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally masters course in relevant topic / dissertation and/or equivalent professional experience.</li> <li>• Qualified as a BREEAM/HQM assessor</li> <li>• Qualified as a CIBSE Low Carbon Consultant</li> </ul>
<p><b>4. Experience</b></p>	<ul style="list-style-type: none"> <li>• Minimum three years relevant professional experience</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successful business development for example a relevant role on successful tender or grant application</li> </ul>

**5. Other requirements**

- Personal commitment to the environment
- Commitment to the aims and objectives of Bioregional