energy saving trust

Job Description

Role Title	Technical Analyst
Job Family & Category	Technical Specialist, Transport
Team	Transport
Line Manager	Technical Manager
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Job Purpose	Reporting to the Technical Manager, this role will be responsible for assisting with the successful delivery of transport decarbonisation reports to public sector organisations in Scotland. This will include: • Liaising and building effective working relationships with clients. • Identifying bespoke priority areas for advice for each tailored report and collecting the relevant data. • Selecting the most appropriate range of advice content for each report based on their priority areas. This may include advice on zero emission vehicles (ZEVs), charging infrastructure, telematics, active travel etc. • Cleansing and analysing large data sets to provide bespoke advice. • Using mapping software, and knowledge of charging infrastructure, to provide advice on charging requirements, including location and specification. • Drafting tailored reports and strategies for a range of clients to guide them towards meeting government fleet decarbonisation targets. • Ongoing development of our technical advice offering. • Monthly reporting and analysis on all key activity metrics.
Key responsibilities	• Build effective working relationships with local authority and public sector clients through regular contact over the phone, via e-mail, video calls and face to face. • Work collaboratively with other Technical Analyst colleagues (and the wider transport team) to analyse fleet and wider vehicle data.

	- Work collaboratively with other Technical Analyst colleagues (and the wider transport team) to analyse clients' requirements for charging infrastructure. - Support with updating report content to reflect developments in zero emission vehicle and charge point technologies. - Work collaboratively with Technical Analyst colleagues to produce bespoke strategies for clients to decarbonise their fleets and wider vehicles in line with Government targets. - Provide accurate monthly reporting and analysis on all key activity metrics.
Knowledge, skills and qualifications required	**Essential:** - Excellent business writing skills (particularly experience of writing business reports). - Data analysis skills and a good, demonstrable understanding of Excel. - Confidence with calculations. - Client relationship management skills. - Proven interpersonal skills. - Time management / prioritisation skills. - A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.
	Desirable: - Strong understanding of zero emission vehicles (ZEVs). - Strong understanding of charging infrastructure technologies. - Knowledge of the environmental impact of transport and an understanding of how to measure carbon footprints. - Knowledge of all sustainable transport modes and the sustainable transport hierarchy. - Knowledge of emerging transport technologies. - Experience helping to deliver programmes or projects. - A graduate (or equivalent) in a relevant discipline. - Experience working with public sector fleets or large organisations. - Experience working with Geographical Information Systems (GIS) or other mapping software. - Experience in a programming language such as python or R.