

## Job Specification

### Energy Assessor (Internship)

#### **About Us:**

Energy & Carbon Management Limited is one of the UK's leading independent energy consultancies, operating in the fields of energy, water, and carbon management consultancy services. Our industry knowledge and experience spans over forty years and we enjoy long term relationships with our clients. Our Head Office is located in central Horsham, West Sussex.

#### **The Role:**

You will report to the Head of Energy Services.

#### **Role and Responsibilities:**

You will support and assist the following:

- **Data Assembly and Analysis** for all aspects of our work – this includes metering data, building data, process data, and transport data for our full range of services.
- **Carrying out site surveys**, energy audits and opportunities assessments, focussing on technology and controls strategies for clients (including behavioural change).
- **Feasibility studies** for energy & sustainability projects.
- **Reports** for Energy Appraisals, Audits, and Assessments, addressing:
  - Building Energy Benchmarking & profiling
  - Metering provisions and strategy
  - Develop aM&T solutions including both Energy and Financial criteria
  - Identify energy efficiency technology solutions and associated business cases
  - Management and usage analysis, and benchmarking
  - Measurement and Verification analysis
- **Reviewing infrastructure** opportunities prepare load calculations and prepare energy renewables appraisals with suppliers.
- **Prepare specifications and performance information** to present to clients on the studies undertaken.
- **Activity Reporting:** Provide weekly, monthly and quarterly reports demonstrating key performance indicators, project progress plans and progress towards business objectives with the Head of Energy Services.
- **Team and Client Support:** with other related activities which are assigned appropriately to your role.

**Personal Specification:**

- Proven academic and technical understanding in Energy Services (buildings, building services, and processes)
- Highly numerate and analytical - strong analytical and statistical probing skills essential
- Excellent verbal and written communication skills
- Ability to work under pressure and meet strict deadlines and deliver on commitments made
- An attention to detail and observational skills
- An ability to see disparity in related information and data
- Logical and structured approach to the task
- Good time management, highly organised and good at multi-tasking
- An inquisitive and challenging mind set
- Ability to seek out improvements to processes
- A methodical approach to checking data accuracy and keeping records

**Qualifications and Experience:**

- Energy efficiency knowledge and analytical experience
- Some project management, energy efficiency and carbon experience
- Good understanding of relevant Microsoft Office in particular Excel and Word at advanced level
- A technical degree or equivalent (mature candidates may hold HNC/HND or equivalent experience)
- Some building services and/or process engineering experience and knowledge
- A full clean UK driving licence and access to your own transport is preferred

**Benefits Package and hours of work:**

- A competitive Internship package
- Holiday per annum: 23 days excluding Bank Holidays.
- Working hours Monday to Friday; 9 am to 5 pm - there will be occasions where additional hours will be needed, as and when necessary together with travel and occasional overnight stays as required for surveys etc.

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**Contact Details:**

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