

Environmental Compliance Advisor

Overall purpose

Joining a fast growing and innovative team, the Environmental Compliance Advisor will play a key part in delivering Valpak's services for the CRC Energy Efficiency Scheme (CRC), Energy Savings Opportunity Scheme (ESOS) and newly developed Responsible Sourcing Platform to customers. The successful candidate will support the Environmental Compliance Consultant in service delivery to a number of customers, activities will include data analysis, auditing of data and supplier contact. The Environmental Compliance Advisor will also be involved in the development of our new services; Responsible Sourcing Data Portal and the Streamlined Energy and Carbon Reporting (SECR) Scheme.

This is an ideal opportunity for someone who is interested in expanding their knowledge to further environmental regulations in the UK and the sustainability challenges business face, developing skills in handling data and learning about service development.

Line Manager

Environmental Compliance Consultant

Key accountabilities

Responsibility	Objectives
Data collation and manipulation	<ul style="list-style-type: none">• Develop and maintain a comprehensive understanding of established UK energy regulations; ESOS and CRC• Contact suppliers and request relevant energy data for CRC and ESOS reporting• Collate, manipulate and audit energy data in order to support ESOS and CRC clients with their compliance
Service development	<ul style="list-style-type: none">• Support with the development of Valpak's Responsible Sourcing Platform, including recruitment of new customers to the service• Support with the development of a new energy service ready to launch in 2020; compliance with the energy efficiency scheme regulations, including targeting and recruitment of new customers
Sales and Marketing	<ul style="list-style-type: none">• Help to develop sales and marketing campaigns for new services and which allow services to grow• Assist with the creation of marketing material• Develop and launch internal sales campaigns• Write and proof-read sales proposals for IEC services
Supporting use of departmental processes	<ul style="list-style-type: none">• Regularly contributing ideas for process improvements across all service areas Working consistently in line within the processes documented in the departmental ISO manual

Skills

- Confidence in Microsoft Excel
 - Training can be provided to improve existing skills

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- Ability to quickly take on large quantities of technical information
- Excellent planning, scheduling and organisation skills
- Collaborative working style
- Excellent communication skills, both written and verbal
- A knowledge of analysing and manipulating data is desirable
- An interest in environmental issues is desirable