

JOB DESCRIPTION

JOB TITLE:	Low Carbon Technical Advisor
MANAGED BY:	Low Carbon Business Support Project Manager
GRADE:	Grade 8 (£35,745-£39,186) Fixed term contract to 31 st March 2025

BACKGROUND

The West of England Combined Authority is seeking to appoint a Low Carbon Technical Advisor to join the Low Carbon Business Support team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Low Carbon Business Support team, the Low Carbon Technical Advisor will specialise in providing carbon surveys and energy bill advice to small and medium enterprises. They will:

- visit, support and advise small & medium sized enterprises (SMEs) on their carbon emissions and how they can decarbonise;
- support businesses to make grant applications and claims;
- help deliver the Metro Mayoral priority to tackle the climate & ecological emergency.

KEY RESPONSIBILITIES

- To carry out on-site carbon surveys, provide verbal advice and guidance and write up findings into reports for approximately 150 businesses in the West of England.
- To support businesses in completing applications to Green Business Grants and other Low Carbon Business Support programmes, ensuring compliance with funding regulations.
- To provide relevant technical advice to the Project Manager, Environment Directorate and associated steering groups as required.
- To peer review surveys and recommendations carried out and made by colleagues or external assessors.
- To act as an ambassador for Low Carbon Business Support and the Growth Hub in all interactions with external stakeholders.
- To support and contribute to activity to raise awareness of and interest in Low Carbon Business Support and other Combined Authority business support services.
- To prepare timely reports and contribute to the monitoring of projects and funds.
- To engage and support with monitoring and evaluation of Low Carbon Business Support programmes.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Relevant degree-level qualification (or equivalent knowledge and experience) enabling the completion of carbon surveys, reports and advice for buildings and business processes e.g. BS EN 16247.

Experience

- Completing carbon surveys and writing advisory reports for businesses.
- Handling, analysing and presenting energy data to a range of audiences including energy bills and meter readings.
- Using Microsoft packages for processing, presenting and manipulating data.
- Wider business engagement.
- Tracking performance and providing regular progress reports to a variety of audiences in a variety of formats.

Skills and Competencies

- Excellent communication and interpersonal skills, with the ability to engage and persuade a range of audiences.
- Excellent IT skills including Outlook, Word, Excel and PowerPoint.
- Collaborative and good at building relationships at all levels, with a wide range of external stakeholders.
- Proactive, with the ability to work independently, prioritise a busy workload and manage a large group of stakeholders.
- Ability to analyse data and gather evidence to demonstrate impact.
- Adaptable, tenacious, determined, positive and resilient.
- Able to work flexibly in line with changing demands.
- Full current driving licence, access to a car and able to secure business use insurance.

DESIRABLE

Qualifications and Knowledge

- Energy surveyor accreditation e.g. domestic/non-domestic energy assessor, retrofit assessor, DEC assessor, CIBSE Low Carbon Consultant etc.
- Knowledge and experience of public sector grant programmes.
- Knowledge and experience of other resource efficiency interventions, such as waste, water, supply chain, climate resilience and/or nature recovery.
- Experience of carrying out data analysis using Power BI, Tableau or similar software.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

