

Job Description

Role title	Technical Analyst		
Directorate	Scotland		
Team	Transport		
Line manager	Programme Manager		
New / existing role	New Role		
Perm/ fixed term	Permanent	Grade 4	
Job Purpose	Reporting to the Programme Manager, this role will be responsible for assisting with the successful delivery of technical decarbonisation reports to local authorities and public sector organisations in Scotland.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Client Accountability Yes
Critical Accountabilities (between 4-8)	<ul style="list-style-type: none"> • Liaising and building effective working relationships with clients. • Identifying bespoke priority areas for advice for each tailored report and ensuring the relevant data can be accessed. • Selecting the most appropriate range of advice content for each report based on their priority areas, this may include advice on ULEVs, charging infrastructure, telematics etc. • Cleansing and analysing large data sets to provide bespoke advice on vehicle replacements. • Using mapping software, and knowledge of charging infrastructure, to provide advice on charging requirements including location and specification. • Drafting tailored fleet decarbonisation strategies and reports for a range of clients to guide them towards meeting government targets around electric vehicles. • Monthly reporting and analysis on all key activity metrics. 		

Competency Requirements	Level 1	Level 2	Level 3	Level 4
Communication, interpersonal and negotiating skills		✓		
Business Sense		✓	✓	
Delivering results				
Knowledge and expertise		✓		
Customer Focus		✓		
Managing Change			✓	
Managing People			✓	
Team Working			✓	
Knowledge, skills and qualifications required	<p>Must have:</p> <ul style="list-style-type: none"> • Strong understanding of Ultra Low Emission Vehicles (ULEVs). • Strong understanding of different types of charging infrastructure. • 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. • 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 travel hierarchy. • Relevant transport/environment sector knowledge. • Experience helping to deliver programmes or projects. • Proven interpersonal skills. • Time management / prioritisation skills. • A graduate (or equivalent) in a relevant discipline. 			
	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with fleets for local authorities or large organisations • Experience working with Geographical Information Systems (GIS) or other mapping software 			