

Job Description

Role Title	Technical Analyst		
Directorate	Scotland		
Team	Transport		
Line Manager	Technical Manager		
Perm/ Fixed Term	Permanent	Grade 4	
Job Purpose	<p>Reporting to the Technical Manager, this role will be responsible for assisting with the successful delivery of transport decarbonisation reports to local authorities and other public sector organisations in Scotland.</p> <p>This will include:</p> <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 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 fleet decarbonisation strategies and reports for a range of clients to guide them towards meeting government targets around electric vehicles • Ongoing development of our technical advice offering • Monthly reporting and analysis on all key activity metrics 		
Resource Management Responsibilities None	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Contractor Accountability Yes

<p>Critical Accountabilities (between 4-8)</p>	<ul style="list-style-type: none"> ▪ 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.
<p>Knowledge, skills, and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Strong understanding of zero emission vehicles (ZEVs) ▪ Strong understanding of charging infrastructure technologies ▪ Excellent business writing skills (particularly experience of writing business reports) ▪ Data analysis skills and a good, demonstratable 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 transport hierarchy ▪ Relevant transport/environment sector knowledge ▪ Experience helping to deliver programmes or projects ▪ Proven interpersonal skills ▪ Time management / prioritisation skills <p>Desirable:</p> <ul style="list-style-type: none"> ▪ 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

- Knowledge of emerging transport technologies