

Job Description

Role Title	Fleet Support Consultant
Job Family & Category	Technical Specialist – Senior Technical Specialist
Team	Transport
Line Manager	Programme Manager – Fleet Support
New/ Existing Role	New
Perm/ Fixed Term	Full time, permanent
Job Purpose	<p>The purpose of this role is to lead in the securing of client organisations across the UK requiring fleet decarbonisation reporting. You will do this by actively seeking out relationships with organisations in need of support and drafting fee proposals for collating and analysing their current vehicle usage and travel data in order to produce a report detailing current carbon metrics and proposing bespoke Low/Zero emission transition pathways.</p> <p>The role will also include ongoing financial reporting and invoice management responsibilities, ensuring the work carried out is invoiced accurately and paid on time. The role may also involve line management responsibilities (although no line responsibilities exist currently for the role).</p>
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Budget responsibilities: Developing accurate resourcing cost estimates. Invoicing responsibilities. Financial reporting requirements ▪ People Responsibilities: None ▪ Contractor Responsibilities: None
Key responsibilities	<ol style="list-style-type: none"> 1. Business development <ul style="list-style-type: none"> ▪ Secure new work throughout the year ensuring a pipeline of clients for both personal and wider team members is forth coming, contributing to the annual Fleet team income targets. 2. Financial management <ul style="list-style-type: none"> ▪ Accurately forecast resources and attribute appropriate commercial day rates to work proposals. ▪ Maintain accurate records of invoiceable work against multiple projects. ▪ Ensure invoices are sent to clients on time and late or non-payment is investigated. 3. Work Plan Delivery <ul style="list-style-type: none"> ▪ Manage own resources to ensure delivery of relevant work plan in

	<p>a cost-effective manner.</p> <ul style="list-style-type: none"> ▪ Contribute towards Energy Saving Trust’s objective of becoming the market leader in the provision of sustainable transport services. ▪ Deliver specific carbon reduction and whole-life cost advice and support to operators of all vehicle types. <p>4. Data analysis</p> <ul style="list-style-type: none"> ▪ Undertake data analysis (using Excel) to provide insight, for example, into vehicle emissions, vehicle replacement options, EV charging infrastructure use, driver opinion. This may involve cleansing and analysing large data sets and developing questionnaires. ▪ Interpret and present findings in a compelling way, suitable for a non-technical audience, through reports and PowerPoint presentations. <p>5. Quality</p> <ul style="list-style-type: none"> ▪ Ensure Energy Saving Trust’s sustainable transport services are delivered to a consistently high quality and are meeting client needs. ▪ Deliver market leading advice to help achieve cost savings, emissions reduction and compliance. <p>6. Reporting</p> <ul style="list-style-type: none"> ▪ Contribute to monthly programme reporting and account tracking/stakeholder management.
<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Strong understanding of Zero Emission Vehicles (ZEVs), different types of charging infrastructure and sustainable travel. ▪ Knowledge of how ‘green’ transport measures can deliver carbon savings. ▪ Evidence of the delivery of transport advice to organisations in sustainability, safety and compliance. ▪ Degree or equivalent work experience. ▪ High level of written communication along with strong verbal communication skills. ▪ Excellent presentation and MS skills, e.g. Excel and Word. ▪ Strong stakeholder/client management skills with the ability to build and maintain relationships at all levels both internally and externally. ▪ Strong persuading and influencing skills. ▪ Flexible and willing to learn and work within a highly collaborative team.

	<ul style="list-style-type: none">▪ Strong time management skills with the ability to undertake and complete a number of different projects and tasks.▪ A self-starter, able to motivate yourself when working work from home.▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.
	<p>Desirable:</p> <ul style="list-style-type: none">▪ Knowledge and experience of the electric vehicle charge point and infrastructure sector.▪ Previous experience working with public sector organisations.▪ Experience in providing consultancy services.