



## Job Description

<b>Role Title</b>	Analyst
<b>Job Family &amp; Category</b>	Technical Specialist
<b>Team</b>	Data and Analytics
<b>Line Manager</b>	Data Consultant
<b>New/ Existing Role</b>	Existing Role
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	None
<b>Job purpose</b>	To deliver data analysis, modelling, GIS mapping and report writing for Energy Saving Trust's public and private sector clients.
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Contribute to the delivery of key Energy Saving Trust projects for Central Government, local authorities, housing associations and other commercial organisations</li> <li>▪ Develop statistical and geospatial models that deliver valuable insight on a range of projects</li> <li>▪ Produce reports, presentations and user guidance for technical and non-technical audiences</li> <li>▪ Identify and implement continual improvement updates and process efficiencies for Energy Saving Trust's data products.</li> <li>▪ Liaise with external/internal clients, interpret their problems and develop appropriate solutions using data and analysis</li> <li>▪ Develop knowledge of the policy and delivery landscape for energy efficiency and renewable energy and apply that expertise in the development of new research, analysis, products and services to meet market needs</li> <li>▪ Develop a strong working knowledge of database and analytical software including 'R', Power BI, SQL Server Management Studio and ArcGIS Pro/QGIS (training provided but familiarity with one or more of the above is an asset)</li> <li>▪ A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.</li> </ul>

**Impact description**

**Within one month, you will:**

- Gain familiarity with majority of the data products our team manages or contributes to
- Understand the basics of the data cleaning and modelling scripts and pipelines used frequently in our team
- Become familiarised with the Data and Analytics team's pipeline of work and some of our clients' requirements

**Within three months, you will:**

- Have made some significant contributions to one or more of our data products
- Be able to update and edit some of our data cleaning and modelling scripts and provide ideas for improvements
- Have taken ownership of one or more client project deliverables

**Within six months, you will:**

- Be able to answer questions about our data products from external and internal clients and contribute ideas of developments in team meetings
- Be able to independently run our data cleaning and modelling scripts and write new scripts as needed
- Have presented project updates to one or more of our clients and be able to incorporate their feedback into project deliverables

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**Knowledge, skills  
and qualifications  
required**

**Essential**

- Some experience in a field requiring relevant analytical or subject matter knowledge
- Demonstrated ability to quickly grasp new analytical techniques, processes and systems
- High level of numeracy and proven experience of data manipulation, statistical analysis or data modelling
- Ability to work with clients to interpret their requirements and develop appropriate data and insight based solutions
- Ability to produce reports, resources and training to internal and external clients
- Ability to communicate detailed and/or technical information in a clear, concise and engaging style
- A proven ability to effectively prioritise personal and team workload to ensure effective delivery of objectives
- A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation

**Desirable:**

- Understanding of the UK renewable energy, domestic energy and energy efficiency sectors and their policy contexts
- Background in building science/modelling, energy assessment and/or low carbon heating technologies