

Job title	<i>Principle Energy Consultant</i>
Definition	<i>Senior Delivery Consultant for Energy Services</i>
Reports to	<i>Head of Energy Services – Operations</i>

Position Summary

Key Responsibilities

1. Research, evaluate, coordinate, and promote all relevant environmental and energy legislation.
2. Oversee the delivery of carbon services to new and existing clients.
3. Deliver agreed revenue streams from Energy and carbon services.
4. Prepare correspondence, reports and notices in support of ECA services to senior management team.
5. Work collaboratively to support Senior Management, Client Account Managers and external partners.

Duties and responsibilities

Compliance Services

- To provide internal ECA account management for compliance services defined as ESOS, CRC, CCA, ROFIT and Carbon Reporting and any other as identified and agreed.
- To manage the compliance of ECA to the ISO 14001 standard and provide audit services to support the ISO 9001 accreditation.
- Develop and foster relationships with key regulatory contacts amongst the suppliers on matters that have a bearing around the E&C energy market.
- Work with senior management team to understand the impact on each service area and provide documentation to be used to communicate the impact internally & externally.

Energy Management Services

- Actively promote all aspects of the ECA Groups Energy reduction service through all existing ECA channels and direct to clients.
- Insure the effective delivery of reporting, site contact and client engagement element.
- Collate new orders pipeline from Sales and Account Management sources.
- Support development of the key elements of Energy reduction service.
- Manage client data from ECAs key systems to generate benefit and opportunity reports.
- Liaise, support and schedule external auditing resource for site visits.
- Attend client meeting at ECA head office and at client sites as and when required.
- Provide input into the preparation of delivery and operational plans including budgetary and other resource requirements.
- Monitor and report on plan performance in a timely manner.
- Support by way of attending or occupying an ECA trade stand any marketing activity such as trade fairs and conferences or industry forums.
- Manage and administer the delivery of the Cloud service to ECA core clients
- To include query management and service set up.

General

- Record and reconcile invoicing for all virtuous, compliance and partner delivered services.
- Adhere to all company processes and procedures in line with QEMS system (ISO)
- Ensure outstanding customer service is delivered to all our clients and any complaints are managed in line with ECA complaints charter.
- Effectively manage any project work both internal and external
- Look constantly for development and continuous improvement by analysing current work methods and processes.
- Maintain an efficient paper & electronic filing system ensuring that information is easily accessible, stored neatly, thinned when appropriate and archived at set intervals.
- Support and assistance may also be required by managers, for which you will make yourself available wherever possible.
- Identify sales opportunities and pass leads to the Sales Team.
- Plus all other duties as assigned appropriate to the development of the role and the individual.

Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.

Qualifications include:

- Degree – Physics, Environmental Services or related
- Member of the Associate of Energy Engineers and CEM
- A Graduate with 2 or more years experience in a similar role
- Environmental or Energy Management related
- Skilled with MS packages, especially Excel
- Personable, team player who must be able to deliver on target with minimum management

Time Expectations

Normal working hours are 9:00am to 5:00pm. However a flexible approach will be required with regular on-site activity and support for off site meetings and marketing activity.

Direct reports

Environmental Coordinator
TRG Data Analyst

Approved by:	
Date approved:	
Reviewed:	

The job description will be reviewed annually and updated as often as necessary.