

Job Description and Person Specification
Energy Analyst, Parity Projects
14th November 2018

Job Description

The Energy Analyst will be joining the existing data and analysis team (currently 5 people) at Parity Projects.

The day to day work will mainly involve:

- manipulation of electronic housing data using spreadsheets and databases
- energy modelling using our in-house calculation software
- attending meetings with clients, usually with other members of the team
- energy surveying of individual houses (probably less than 1 day per week)

The Energy Analyst will be spending most of their time assisting with the delivery of two Parity Services:

- CROHM
- Home Energy Masterplan

Details of these services can be found on our website, www.parityprojects.com. CROHM will probably be the initial focus.

There will also be normal administrative office duties such as answering the telephone and completing forms (e.g. expense forms, purchase orders) where required. These tasks are shared between all staff. The Analyst may on occasion be the only member of staff in the office so will need to be able to demonstrate a responsible attitude.

The Analyst will be based in our offices in Earlsfield, South London, and will be full time. The normal working hours are 9-5, Monday-Friday. Initially the contract will be for four months, but we expect to be able to extend the role to permanent for a good candidate.

Person Specification

Essential

1. Degree in scientific, mathematical or other technical subject
2. Good A level or equivalent in Maths and/or Physics
3. Experience in using MS Excel, databases, or other tools for data manipulation
4. Ability to pick up new skills and knowledge quickly
5. Methodical and meticulous approach
6. Ability to:
 - a. work well without supervision, using own initiative to solve small issues arising
 - b. understand when support is required and ask for help
7. Enthusiasm for the subject / sector
8. Flexibility of approach - we are looking for someone who would fit well into our team, flexibly taking on tasks within the company outside the defined role if required
9. Professional approach to work

Desirable

10. Around 2 years or more experience in a role that had involved data analysis
11. Experience writing technical reports
12. Knowledge of domestic energy efficiency

- a. General knowledge of home energy use
- b. Experience of providing energy advice
- c. Knowledge of some of the principles of the more conventional methods of modelling domestic energy use, e.g. kWh, U-Values, SAP, BREDEM, etc

Advantage

13. Working knowledge of database(s): understanding of tables, ability to write SQL queries
 14. Experience in VBA or C# programming is not likely to be required for the role, but is a skill that could potentially allow a broader role in the team.
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Please return the job application form to:

- info@parityprojects.com

or

- Parity Projects
A233 Riverside Business Centre, Haldane Place, Earlsfield, London SW18 4UQ

The application form will be available from our website until the closing date, which is **12.00 on Wednesday 28th November**

Queries

David Shewan or Chris Newman

Tel: 0208 874 6433

Email: david.shewan@parityprojects.com / chris.newman@parityprojects.com

