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| **Job title** | *Environmental coordinator* |
| **Definition** | *Energy Policy and Energy Services Process Management* |
| **Reports to** | *Head of Client Team* |

**Position Summary**

This position combines the requirements for the evaluation and promotion of new Energy sector specific legislation and the implementation of energy services internally to ECA and externally to new and existing clients.

**Key Responsibilities**

1. Research, evaluate, coordinate, and promote all relevant environmental and energy legislation.
2. Oversee the delivery of compliance, energy and carbon reduction services to new and existing clients.
3. Assist in delivering agreed revenue streams from ECA reduction 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**

Legislation

* Identify legislation changes within the industry and provide SWOT briefing statements or document to all relevant parties.
* 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.
* Monitor news feeds or political discussion that could have a bearing on the industry regulations. Specifically, OFGEM, EA and DECC.
* Develop and foster relationships with key regulatory contacts amongst the suppliers on matters that have a bearing around the I&C energy market.

Compliance

* To provide internal ECA account management for services defined as EPBD, SECR, CCA, ESOS, 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.

Energy Reduction

* Actively promote all aspects of the reduction service through all existing ECA channels and direct to clients.
* Insure the effective delivery of the reduction reporting, site contact and client engagement element.
* Collate new orders pipeline from Sales and Account Management sources.
* Support development of the key elements of the 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, obligation 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**

Formal Qualifications are required; the following are considered key assets for the role:

Qualifications include:

• Degree – Environmental or Energy Management related

• Strong knowledge of MS Excel

• Strong knowledge of MS Word

• Working knowledge MS Outlook

• Polite and professional in both appearance and manner.

• Self-motivated.

• Comfortable making and receiving phone calls.

• Thorough, diligent and with an eye for detail.

• Strong analytical and problem-solving skills.

• Excellent planning, organisation and time management skills.

• Ability to accurately calculate and process information quickly.

• Ability to work under pressure and meet deadlines.

• Understanding of the need for accurate information systems.

**Time Expectations**

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

Please email or post your CV with a covering letter detailing your current experience and/or qualifications and salary expectations to: [craig.wilkins@ecaBusinessEnergy.com](mailto:craig.wilkins@ecabusinessenergy.com)

**Post:** ECA Business Energy, ECA House, 1 Dronfield Court, Civic Centre, Dronfield S18 1NQ

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