**Job Description**

**Post**: Assistant Sustainability Consultant

**Grade:** Consultant

**Role:** To achieve exceptional standards in the delivery of sustainability services to our clients

**Qualifications and Experience**

**Minimum**

* 2+ years’ experience currently holding at least an assistant or graduate grade position
* Demonstrable experience within the construction sector delivering sustainability services to clients
* Minimum requirements include accredited energy assessor and a sound knowledge of sustainable assessment methodologies such as BREEAM
* Strong communication and client facing skills
* Working towards membership with a relevant professional body

**Desirable**

* Experience with whole building life cycle assessments using carbon accounting and life cycle assessment tools OneClick LCA and/or eTools
* Completion of net zero strategies
* A science, engineering, or building-related degree; a building sustainability/energy related MSc

**Key Attributes**

* Forward thinking who takes initiative and is up for a challenge
* Strives to be exceptional in everything you do
* Maintains performance levels under pressure
* Self-motivated, has a positive outlook and attitude
* Builds good relationships through trust, integrity and honesty
* Communicates clearly using appropriate methods
* Develops themselves
* Strong attention to detail
* Creative problem solving
* Owns it, takes responsibility and is accountable

**Roles and Responsibilities**

**General Core Responsibilities**

* Support the sustainability director to achieve and exceed income and performance targets
* Actively participate in the delivery of CPD
* Promote and embody the Coreus projects group values
* Be an enthusiastic contributor and bring new ideas for process efficiency in the delivery of sustainability services
* Be open minded to learning and actively pursue your own professional development

**Business Development**

* Ensure all opportunities to cross sell services across the whole group is captured
* Support the preparation of bids and undertake assigned bid writing tasks.
* Build positive relationships with clients and consultants on your assigned projects
* Attend networking events and actively promote Coreus and yourself
* Support the Coreus Marketing team in the delivery of content for the website and social media channels as required to actively promote Coreus and yourself
* Manage client relationships of designated clients

**Project Delivery**

* Ensure that all tasks assigned and undertaken are delivered in line with quality process and procedures
* Undertake all duties in a timely fashion and to the highest standard
* Assist in the delivery of all sustainability services including but not limited to carbon and energy assessments, net zero strategies, sustainable assessment methodologies (BREEAM, SKA, DREAM, HQM etc.) The necessary support, mentoring and training will be provided as required for areas less familiar to aid in your professional development and the company’s ability to deliver a broad range of services to our client base.
* Undertake energy modelling and reporting and support the Associate Director in the delivery of carbon services.
* Deliver high quality, clearly written outputs
* Monitor projects ensuring that milestones are achieved, and client expectations are exceeded
* Follow existing procedures for undertaking project work but where required provide ideas for efficiency and improvement mechanisms to ensure the highest quality reports and service for our clients.
* Clearly identify any project issues and work alongside your assigned line manager to create reporting and mitigation plans for review by the Sustainability Director

**Finance**

* A sound understanding of budgets and the ability to manage time effectively to ensure budgets are not exceeded.

**Heath and Safety**

* Follow all H&S guidance, procedures, and complete risk assessments as required and applicable to all company offices, client’s offices, and sites
* Follow all Covid-19 procedures and protocols where requested and applicable to company offices, client’s offices, and sites

**Company Sustainability Support**

* Promote and play an active role in the delivery and achievement of the net zero carbon targets as set out in our agreed road map
* Assist in the delivery of sustainability strategies for the wider Coreus group and partner companies
* Promote Coreus to our clients and partners as a leader in sustainability