

Data Analyst/ Consultant (Environmental)

£20-22k (Data Analyst) or £24-27k (Consultant) depending on experience, with regular salary reviews for strong performers. 37.5 hrs per week. ecoVeritas have a company pension with The People's Pension.

ecoVeritas are looking for a data analyst or consultant to join our team handling environmental data calculations. This role is suitable for those who enjoy working with spreadsheets and data but also have an interest in environmental issues. The role is not directly working on environmental policy. This full time permanent post is suitable for graduates looking to gain initial experience in data analysis, and those with some work experience. Candidates with at least two years experience working in a similar role will be considered for entry at consultant level. These candidates should also have experience in managing projects, interacting with clients and mentoring others (see detail below).

We are looking for a bright candidate who will bring energy, endeavour and attention to detail. Working as part of a small, committed team led by our Managing Director and Operations Manager, you will be responsible for calculating packaging waste obligations for our clients, including collecting and conducting quality assurance on environmental data from several hundred companies. Due to the seasonality of the work the candidates must also be willing to engage with business development and other areas of the company. All members of staff may be involved in writing proposals and updating the website to help grow the business. We don't anticipate that candidates will have experience in this although they may be able to demonstrate relevant skills in their studies or interests. Ideally Consultant candidates may have some experience writing proposals.

To apply for this position please fill out the application form on our website (www.ecoveritas.com/vacancies). This should be sent to pa@ecoveritas.com along with a copy of your most recent CV, stating the position you wish you apply for (Data Analyst or Consultant) in the subject line of the email. Candidates are welcome to contact us before they apply if they are unsure for which role their experience might qualify them.

Deadline: Thursday 19th September. Applications will be considered on receipt and an appointment may be made before the closing date. Applicants will only be considered for this role if they have the right to work in the UK without additional visa sponsorship. The role is based in Oxford, UK.

ABOUT THE COMPANY

The focus of our work is data collection and analysis for Corporate Social Responsibility (CSR). ecoVeritas specialises in Producer Responsibility calculations and submissions globally, including Packaging Waste, WEEE and Batteries. In recent years, we have expanded into other areas of CSR data analysis including plastic, nutrition, carbon and sustainable sourcing. We provide support to over 70 companies who are obligated under the Producer Responsibility regulations. To date, we have experience working in all continents except Antarctica!

With CSR taking a more central role in business we are seeing interest in a transition towards a circular economy model, which includes our clients wanting to take further steps to reduce, reuse, recover and recycle their packaging materials. Increasing awareness of the environmental consequences of our choices and actions is focussing our clients on how their strategies can make a positive contribution. ecoVeritas' ethical credentials are important to us and we are working with a number of large companies to meet new legislation and take the lead in driving positive changes in their environmental impact.

ecoVeritas has been in business for over 15 years, employing a highly skilled team of data analysts and using sophisticated data models and management tools. Our staff find motivation in producing accurate calculations and exceeding client expectations. We achieve this by encouraging a collaborative working environment, where careful planning and discussion are priorities. We take pride in working accurately, quickly and delivering excellent customer service.

PERSON SPECIFICATION

You will hold a good degree in a numerical subject and enjoy working with data. You will have an eye for detail and an ability to manage large quantities of data efficiently and carefully. You will combine excellent organisational skills with a strong work ethic, and will ensure that all projects are completed on schedule and to budget to a consistently high standard. You will enjoy the responsibility of working with our high-profile clients, and the challenge of working for a small business, playing a variety of roles.

ESSENTIAL CRITERIA

- Degree in a numerical subject.
- A strong team player.
- Highly numerate; be confident, and enjoy working with data.
- Logical clear thinker and able to think about materiality.
- Ability to work carefully, with an excellent eye for detail.
- Ability to prioritise workload, work to deadlines and within budgets.
- Confident using all MS Office packages, particularly MS Excel.
- Potential to manage projects in the future.
- Ability to multitask and “muck in” beyond the immediate job spec as appropriate for a small business.
- Flexible and comfortable with change.
- Entitlement to work in the UK.

DESIRABLE CRITERIA

- Strong IT skills.
- Exposure to, or experience with, data software.
- Report-writing and editing skills.
- Confident liaising with external businesses via email, phone and in face to face meetings.
- Interest in sustainability.
- Interest in being involved with developing a small business.
- Enthusiasm for getting involved with proposals for new work

ADDITIONAL CRITERIA FOR CONSIDERATION FOR CONSULTANT LEVEL

All of the above plus several of the following:

- Two years working within a data focussed role or
- Two years working within the environmental or CSR sector.
- Experience managing projects independently.
- Confidence in interacting with clients.
- The ability to work independently and supervise the work of others.
- Experience training and mentoring new staff.
- An enthusiasm for working on new initiatives including suggesting ideas, improving workflows and creating new processes.
- Experience working on proposals for new work and participating in sales meetings.

INTERESTS

- Enthusiasm for a wide range of roles and tasks, in keeping with the day to day reality of working for a small business.
- Belief in the importance of a work-life balance.
- A willingness to participate in brief mindfulness exercises.