

Data Analyst (Environmental)

£20-22k (Data Analyst) 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 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 and Corporate Social Responsibility 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.

Entry level or junior data analysts are responsible for delivery of smaller projects or contributing to the delivery of larger/more complex clients under the guidance of a Senior Data Analyst or Consultant. It is expected that a Data Analyst will develop the skills such that they can take independent ownership of most aspects of their assigned projects in addition to starting to contribute to wider areas of the business. A number of administrative duties are also required to support this small team.

RESPONSIBILITIES

- Project management of smaller projects
- Delivering all aspects of assigned projects including data requests, mailout, QA, calculation and reports under the guidance of a Consultant or Senior Analyst.
- Suggest and implement changes to improve their assigned projects
- Maintain and improve internal systems such as virtual filing, Wiki and CRM system
- Responsible for ensuring that quality and accuracy are maintained in project work completed.
- Contributing to the team delivery of larger/more complex projects by completion of assigned tasks (e.g. data cleaning, QA, report review)
- Complete assigned non project work –e.g. PACKMAN testing/ Research
- Contribute towards a supportive, positive and energetic working environment
- Support the company mission and objectives
- Other appropriate duties which arise in support of the business goals
- Work with Microsoft Excel, Packman and other computer programs
- Send, receive, and respond to emails

APPLICATION PROCESS

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) in the subject line of the email.

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. Due to lockdown restrictions candidates will be expected to work from home in the short-term.

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.

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 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.

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.
- Flexible and comfortable with change.
- Entitlement to work in the UK.

DESIRABLE CRITERIA

- Strong IT skills.
- Exposure to, or experience with, data software.
- Confident liaising with external businesses via email, phone and in face to face meetings.
- Interest in sustainability.