

## Job Description

### Junior Analyst

#### Main purpose

To support the delivery of quantitative or technical components of projects within the Research and Analysis (R&A) team and to contribute knowledge, data analysis and research skills to a range of CSE projects across all teams.

#### Specific responsibilities

- Support research and technical projects or activities using data analysis, statistical analysis, modelling and mapping tools (both in-house and external) or other quantitative techniques.
- Produce high quality written material for reports and other publications by summarising key research findings, presenting effective visualisation of data and producing well evidenced research findings.
- Communicate outputs effectively to internal team members and support the communication of outputs to external stakeholders.
- Ensure project data is well organised and appropriately stored and shared in line with any legal and ethical requirements.
- Apply appropriate and reproducible analytical methods.
- Be a proficient user of Excel and other data analysis tools (such as R, SPSS, SQL, Python, GIS, QGIS)
- Continuously improve research and analysis skills through online training, knowledge sharing within the R&A team, and mentorship from senior staff.
- Contribute to the method write up in research bids or consultancy proposals.
- Contribute to one or more of CSE's strategic work programmes (see [Organisational Strategy 2024-28](#)), supporting idea development and impact activities.

#### Working relationships and contacts

- Develop and maintain effective working relationships with CSE staff and external stakeholders.

#### General responsibilities

- Provide a general supporting role in project delivery which may require flexibility around administrative tasks, basic research, literature reviews etc.

#### Place of work and other requirements

- The postholder will be expected to complete and City & Guilds qualification in Energy Awareness as part of their induction process.
- Occasional travel may be required to other locations within the UK.
- The post is subject to an initial six-month probationary period.
- CSE operates hybrid working arrangements in the office/from home for staff as agreed with line managers. The post holder would be expected to work predominantly in the office during the probationary period. After successful completion of probation, the post holder would normally be expected to work in the office a minimum of two days per week.

Person specification

See below

Requirements	Essential	Desirable
Educational or professional qualifications	<ul style="list-style-type: none"> <li>A degree level qualification or equivalent in a relevant field (for example energy, economics, STEM subjects, social science or data analytics).</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification or equivalent in a related field.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of managing, cleaning, processing and analysing data using Excel and tools such as R, SPSS, etc.</li> <li>Experience of writing up research outputs and effectively communicating complex issues.</li> </ul>	<ul style="list-style-type: none"> <li>Two years' experience working in similar or related professional role.</li> <li>Experience of modelling energy in buildings, or energy systems modelling.</li> <li>Experience of working on 'net zero' energy strategies or research programmes.</li> <li>Experience of applying social research methods or working on mixed methods projects.</li> </ul>
Knowledge and understanding		<ul style="list-style-type: none"> <li>Knowledge of policies or initiatives that support energy consumers including those in fuel poverty or vulnerable circumstances.</li> <li>Knowledge of renewable energy, energy efficiency and energy systems.</li> <li>Knowledge of low carbon and smart energy technology and retrofit.</li> <li>Knowledge of researching carbon emission baselines and carbon reduction scenario development.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Excellent numeric skills and a good grasp of basic statistics.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to support the design of quantitative research or technical elements for</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to write high quality research reports and publications with excellent attention to detail.</li> <li>• Ability to present research findings in accessible and compelling ways for a range of audiences.</li> <li>• Ability to work effectively both autonomously and as part of a team.</li> <li>• Good organisational skills and ability to manage own workload.</li> </ul>	<p>research and consultancy projects.</p> <ul style="list-style-type: none"> <li>• Intermediate level R user.</li> <li>• Intermediate level GIS, or QGIS user.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Commitment to CSE's mission.</li> <li>• Curiosity and a willingness to learn new methods and develop subject expertise.</li> </ul>	