

## Job Description

<b>Job Title:</b>	<b>Carbon Data Analyst</b>
<b>Job Location:</b>	<b>UK</b>
<b>Reports to:</b>	<b>Head of Decision Support, Analysis and Planning</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Directorate:</b>	<b>Operations, Planning and Finance (OP&amp;F)</b>
<b>Department:</b>	<b>Planning, Monitoring and Reporting (PMR)</b>
<b>Team:</b>	<b>Planning, Monitoring and Reporting (PMR)</b>

## Job Purpose

The overall purpose of the Carbon Data Analyst is to play a leading role in the carbon data activities of the organisation. You will use your expertise to provide high quality carbon data and carbon reporting. You will have opportunities to make improvements to processes and systems, and you will provide data and information to support the organisation's informed decision-making regarding carbon emissions.

The postholder will be a carbon data expert in Sightsavers and have a very good understanding of calculation techniques and environmental and carbon accounting and reporting standards.

The role is specifically responsible for ensuring Sightsavers is meeting regulatory and non-regulatory carbon data reporting requirements in multiple countries, and other environmental reporting as required by the Environmental Operations Steering Group.

## Principal Accountabilities:

### **Carbon reporting and monitoring**

1. Responsible for ensuring that data is collected for regulatory and non-regulatory carbon data and energy efficiency reporting e.g., SECR, ESOS, Carbon reduction plan, and carbon footprint.
2. Ensure that you keep abreast of changes to regulations/guidance on calculating carbon footprints/other reporting, in all countries where we work.
3. Prepare gap analyses for new reporting requirements. Determine what we are already collecting and what is new. E.g., TCFD.
4. Participate in the Environmental Operations Steering Group and Climate Action Strategy Team (CAST).

### **Carbon data collection and analysis**

5. Responsible for coordinating the collection of carbon data in the UK and from country offices, ensuring that there is a clear annual timetable in place.
6. Lead on the analysis of data collected.

7. Help coordinate the work of two other members of the PMR team on carbon data capture and analysis, helping improve their carbon data skills and climate change knowledge.
8. Responsible for improving the quality of carbon data, systematising collection processes, and maximising its use across a variety of reporting requirements.
9. Provide guidance on what additional data is required to enrich raw data sets for carbon footprint measurement.
10. Document data collection processes and ensure these are kept up to date.

### **EMS**

11. Responsible for managing the Environment Management System (EMS) for the UK office, ensuring that we continue to meet the ISO 14001 certification requirements.
12. Review the EMS regularly to ensure compliance with scope and implement improvements to make it more efficient and easier to maintain.
13. Monitor performance against targets.

### **Carbon footprint**

14. Responsible for coordinating with office environmental leads for the collection of carbon footprint data within an agreed organisational and operational boundary.
15. Responsible for collating carbon footprint data for the organisation and each country office and preparing reports for the organisation.
16. Make recommendations for how to reduce carbon emissions.

### **Carbon management transition plan**

17. Support the development of an organisational carbon transition plan, and work with the Head of Decision Support, Analysis and Planning to embed it effectively within the organisation.

### **Knowledge sharing**

18. Ensure that information is shared more widely in the organisation via iSeek (Sightsavers intranet) or other appropriate fora.

### **Ad hoc projects**

19. Sightsavers is still progressing their carbon data offering and you may be requested to look into areas that are currently unknown. You should be prepared to share your thoughts on what we should be doing.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

### **Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required***

#### **Knowledge (Education & Related Experience):**

- Strong climate change knowledge.
- Experience of carbon data reporting/carbon accounting.
- Experience of improving carbon data capture processes/systems.
- Membership of IEMA is desirable.

- Knowledge of The Greenhouse Gas Protocol Corporate Accounting and Reporting Standard is desirable.
- Experience of managing an EMS is desirable.
- Experience of monitoring and target setting.
- Willingness and desire to acquire knowledge and understanding of the practices across the countries in which we operate.
- Ability to plan and work effectively as part of a team.
- Awareness of overseas development context gained preferably through working in the sector or overseas in a developing country is an asset but not essential.

### **Skills (Special Training or Competence):**

- Strong analytical skills, preferably using Power Query.
- Experience with reporting using Power BI would be an advantage.
- High numerical competency.
- Strong analytical skills with the ability to question and interpret data.
- Able to communicate complex ideas in a straightforward way.
- Ability to work with large amounts of data from different sources.
- Advanced Microsoft Excel Skills.
- Strong Word, PowerPoint, Teams and SharePoint skills.
- Ability to multi-task effectively.
- Ability to work collaboratively with a wide range of stakeholders.
- Ability to remain calm under pressure.
- Excellent organisational skills.
- Logical and analytical approach to problem solving.
- An understanding of and commitment to equality of opportunity for disabled people.

### **Core Behaviours:**

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

### **Key Relationships**

#### **Internal**

- Planning, Monitoring and Reporting team
- Director or Planning, Monitoring and Reporting
- Environmental Operations Steering Group
- Climate Action Strategy Team
- Premises Officer
- Corporate Services Team
- Environmental Leads

### **Financial Data**

No direct financial responsibility.

Date as of: 5<sup>th</sup> August 2024