

## Job description - Sustainability performance analyst (PB5)

### Job summary

We are now seeking an experienced Performance Analyst to join our Sustainable Business team.

As an experienced analyst with a keen interest in sustainability and a knowledge of carbon accounting you will lead and develop our evidence base and support others to use the information to deliver sustainable improvement, transforming their operations and contributing to our net zero ambition.

### Key responsibilities & accountabilities

#### Data quality and insight

- collate and validate our environmental performance data to ensure the accuracy of our evidence base
- collaborate with colleagues to interpret data into compelling insight and accessible data visualization that can be communicated with varied audiences, supporting senior leadership in decisions or increase visibility of sustainability performance across Forestry England as a whole
- produce carbon emissions inventories and forecasts from business cases and team business plans for Forestry England emission category managers
- manage alignment of sustainability and other estates management data systems
- maintain and develop databases and tools to support management of our utilities portfolios and validation of utilities billing

#### Reporting, Compliance and improvement

- coordinate and support the production of sustainable corporate reporting for internal and mandatory external stakeholders
- research and keep up to date with industry best practices and developments in corporate reporting for environmental sustainability
- performance management of our carbon accounting system and contract with an external supplier, reviewing organisational requirements and ensuring the system continues to meet current and future needs

#### Staff development and peer support

- collaborate and build positive relationships with internal stakeholders to understand their data needs. Use your knowledge of data and the information available to help others inform their team plans and align with net zero strategy objectives
- establish and lead mechanisms to engage Forestry England staff with their performance data and evidence base to embed greater demand for, and use of, data quality across business units to inform business decision making in support of our sustainability objectives

#### Supporting the implementation of our Net Zero Strategy

- support the development of net zero projects and programmes, ensuring robust evidence and benefits realisation are clearly captured to measure impact
- support engagement of Forestry England's net zero strategy and wider sustainability plans with colleagues, scoping and establishing new ways to build staff engagement and improve awareness, knowledge, and skills

### Team coordination and support

- as a small team with a big and complex agenda you will also coordinate team business functions which includes acting as Secretariat for the Sustainable Business Team and wider net zero governance group

And any other task reasonably requested by your line manager.

### Location-specific information (optional)

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## Skills, knowledge & experience

### Essential professional and technical experience

- proficient user of a wide range of data and visualization tools including Excel and Power BI
- experience of carbon accounting principles and practice
- experience of data collation, preparation and validation
- experience of select and apply a range of techniques for data analytics
- able to shape, share and communicate matters relevant to the audience through appropriate media, being able to give tactical recommendations to influence decisions as required
- effectively collaborate with stakeholders, understanding and responding effectively to their needs
- have responsibility for the organisation and quality of your work, ensuring that standards are being met
- working collaboratively within teams to contribute to achieving shared objectives
- experience of delivering activity and results through others
- experience of managing and supporting project delivery

### Desirable professional and technical experience

- knowledge of the requirements of relevant sustainability reporting standards: Science Based Targets initiative (SBTi), Greening Government Commitments (GGC) and experience of integrating that into existing corporate reporting

## Qualifications

### Essential

- bachelor's or graduate's degree in relevant area such as data analysis, environment or sustainability, or equivalent experience in an appropriate field

### Desirable

- IEMA associate level membership, or a commitment to work towards attainment

