

Job Title	Consultant
Grade	E
Reports to (title)	Operations Director
Location	Home Based, extensive UK travel

Education and Experience

Essential

- Recognised degree in a relevant technical or business discipline
- Minimum of five years' experience in energy and/or environmental management
- Self-starter and able to work on own initiative with minimum supervision
- Good written and verbal communication skills
- Computer literate, with good knowledge of MS Word, MS Excel

Desirable

- Membership of recognised professional body
- Working towards Chartered Engineer status
- Good knowledge of MS PowerPoint and MS Project
- Member of the Register of Professional Energy Consultants (RPEC)

General Objectives

JRP Solutions is a technically based management consultancy specialising in energy and the environment. We deliver high quality consultancy projects for a range of demanding customers, many of whom are blue-chip companies and household names.

The Consultant will be expected to work on a wide-range of projects either individually or as part of a small team. Key objectives will be to:

- Take responsibility for the appointed projects, assignments or specified elements of a project or assignment as directed by the Operations Director or specific Project Manager.
- Deliver work of a high quality, often to demanding timescales, which meets the agreed scope of work.
- Support other members of the team and company as required to meet personal, team and company objectives.
- Comply with the company's ISO 9001:2008 accredited Documented Management System (DMS).
- To represent JRP Solutions in a professional manner at all times.
- To communicate effectively and openly with all levels of staff within JRP Solutions and customer's organisations.

Specific Objectives and Job Description

The work will be varied, as dictated by customers' and company requirements. The work will include:

- Delivering Energy Catalyst™ assignments. Typically these will require:
 - Carrying out an appropriate site survey;
 - Collecting site data, e.g. utility consumptions and cost data, site drawings, etc;
 - Analysing site survey and data to identify energy consumption and/or cost improvement opportunities;
 - Writing a professional report.
- Monitoring and targeting assignments. Typically these will include:
 - Collecting utility consumption and cost data;
 - Analysing the data to identify consumption patterns and trends, relationships between energy use and independent variables, e.g. production, degree days, etc;
 - Identifying utility saving opportunities;
 - Working with site staff to implement projects to reduce utility use.
- Project Management assignments, i.e. implementing utility reduction and other utility related projects on customers' site.
- Managing and/or supporting customers in managing the various carbon management schemes, e.g. EUETS, CCA and EPC.
- Utility purchasing support and advice.
- Identifying and qualifying sales prospects for development (by the Consultant or other members of the company) in to potential sales opportunities.
- Identifying further business opportunities within their customer portfolio. A modest sales target will be agreed between the Operations Director and the Consultant at the beginning of each financial year. Sales identified and developed by the Consultant from existing customers will count towards meeting the agreed sales target.
- Communicating regularly with JRP Solutions' staff as necessary on job specific progress. This will be through: Team Meetings and other meetings and conference calls.
- Communicate regularly with JRP Solutions' customers and support the Management Team as required when they are communicating with customers.

Organisation Chart

This is detailed in the JRP Solutions' DMS under GEN P300 Appendix 1 (copy attached).