

Job Title	Trainee Consultant
Grade	G
Reports to	Managing Director
Location	Richmond House, S Glos, GL9 1BX

Introduction

JRP Solutions

- JRP Solutions are a forward thinking, ground-breaking energy and sustainability consultancy with a strong reputation in the marketplace. Services also include outsourcing advice and software development
- Employees are based around the UK with its head office near to Hawkesbury Upton in South Gloucestershire (the initial location for this role)
- JRP Solutions have specialisms within industry and the manufacturing sectors and have a wide range of blue-chip customers
- We have an organisational record of taking graduates and developing them with unique skills and rewarding roles
- Our aim would be to take the successful graduate and train them to consultant level and beyond

The Green Consultancy

- Part of JRP Solutions and purchased 2 years ago
- TGC specialise in energy management with Local Authority, University and other public sector customers

Education and Experience Required

Essential

- Recognised degree in a relevant technical discipline to enable progress to become Chartered Engineer or Chartered Energy Manager
- Some experience or demonstration of interest 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

- Graduate membership of recognised professional body
- Good knowledge of MS PowerPoint, MS SharePoint and MS Project

General Objectives

JRP Solutions is a technically based management consultancy specialising in energy and sustainability. We deliver high quality consultancy projects for a range of demanding customers, many of whom are blue-chip companies and household names. A full induction will be provided.

The Trainee 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:

- Progressively take responsibility for certain projects, assignments or specified elements of a project or assignment as directed by the Managing 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 9001:2015 accredited Documented Management System (DMS) as well as its ISO 50001: 2011 EnMS.
- 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.
- Undertake some elements of sales support as directed by the Sales Director.

Specific Objectives and Job Description

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

Supporting paid assignments. Typically these will include:

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;

Developing educational materials to improve staff awareness and behavioural practices

Attending regular meetings to share and support customers energy saving practices

Writing a professional report.

Monitoring and targeting assignments. Typically these will include:

Collecting and entering 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;

Processing and validating data from various sites on a central database;

Working with site staff to implement projects to reduce utility use.

Undertake elements of the sales support role such as developing prospect customer databases, sending sales letters containing pertinent information, creating case studies of implemented projects and writing newsletter articles

Identifying and qualifying sales prospects into potential sales opportunities.

Supporting Consultants in managing the various carbon management schemes, e.g. EUETS, SECR and other energy legislative compliance work.

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.
Short term maintenance of Act! CRM system (as required) and other administration (to learn JRP systems)

Organisation Chart

This is detailed in the JRP Solutions' DMS under GEN P300 Appendix 1.

Training

Throughout the introductory period at JRP solutions a range of internal and external training will be provided. External courses are likely to include:

- Energy Institute Level 1: Certificate in energy management essentials (moving on to 2 and 3 upon completion of each)
- Spirax Sarco steam training
- **Be Energy** eLearning courses

A range of internal training will also be provided by our experienced consultants covering:

- Energy legislation
- Energy supply
- Boilers
- Compressors
- Pumping
- Distribution systems
- Heating/cooling
- Process energy use and heat recovery
- Lighting
- Building fabric
- Electrical services
- Water
- Energy management techniques
- Monitoring and targeting
- Carbon management
- Renewables