



<b>Job title:</b>	<b>Decarbonisation Project Assistant</b>
<b>Reference:</b>	<b>219/DC</b>
<b>Division:</b>	<b>Energy</b>
<b>Responsible to:</b>	<b>Decarbonisation Project Management Lead</b>
<b>Responsible for:</b>	<b>None</b>

## The Role

The **Decarbonisation Project Assistant** is accountable for administrative elements of delivering carbon saving projects, including LED lighting, solar PV and other energy saving or renewable energy projects. This includes maintaining product price lists, understanding installer/contractor pricing, production of quotations, developing and maintaining processes for all stages of project delivery and resolving warranty issues which may arise during or following the completion of projects. The role supports Decarbonisation Project Managers in day to day project management of capital projects on LASER customer sites.

## Key Duties

- Produce quotations to customers, ensure they are accurate and seek appropriate sign off approval before sending to customer.
- Maintain electronic files relating to all energy projects. Improve and develop systems and processes.
- Understand the H&S requirements of projects and carry out due diligence to ensure receipt of correct documents from suppliers.
- Provide support to the LASER Energy Project manager(s) for any contract administration requirements including minuting of meetings
- Work with contractors to understand and influence project delivery planning and provide orders to contractors to deliver works.
- Produce monthly financial monitoring figures each month and meet CS Finance colleagues to agree project progress, spend and any financial risk relating to particular projects.
- Maintain up to date price lists and certification documents for suppliers and installers on framework.

Place orders with suppliers in an accurate and timely manner to ensure goods are delivered to the right place at the right time to enable installation

- Support project planning with contractors and LASER colleagues accounting for lead times of equipment and availability of contractor labour.
- Work with installers/contractors and equipment suppliers to maintain effective working relationships to deliver high customer satisfaction.



- Monitor project progress and internal variation management, including any information related to delivery KPIs and relay progress to others in the LASER team
- Monitor snagging process to ensure full project completion.
- Collect and maintain project completion documents and customer feedback
- Schedule and organise dates and times for site visits and works to commence/complete
- Arrange for the resolution of any required warranty issues on previously completed LASER projects
- Develop and maintain an understanding of Public Sector Procurement rules and the LED framework
- Be commercially aware to minimise unexpected costs to customer, LASER or contractors.
- Any other duties commensurate with the role.



## Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment
- Undertaking work at LASER Offices under current H&S policies
- Driving to customer and supplier sites where required
- Adhering to any local (site specific) health and safety requirements

### **Other duties:**

**Health and Safety:** Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

**Equality and Diversity:** Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

**Environmental Awareness:** To support the organisation's corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner.

## Internal & External Relationships

### **Internal:**

Successful internal relationships will need to be developed with:

- Colleagues in the Energy Projects team
- All colleagues within the Energy Division
- Commercial Services' Finance, HR and IT teams

### **External:**

Successful external relationships will need to be developed with:

- The Energy Division's existing and potential new customers
- The Energy Division's framework managers
- LED lighting and other technology contractors
- LED lighting and other technology suppliers

## Person Specification

## JOB DESCRIPTION



The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Qualifications / Training	Essential	Desirable
GCSE or equivalent in Maths and English	✓	

Experience / Knowledge	Essential	Desirable
Demonstrable experience of administration of a 'trade' or 'construction' type service	✓	
Knowledge mechanical & electrical or contract administration for commercial applications		✓
Servicing customers	✓	
Understanding of public sector procurement rules and practice		✓

Skills / Abilities	Essential	Desirable
A high level of computer literacy and ability to create and use complex spreadsheets or project management software packages.	✓	
Ability to empathise with customers, suppliers and co-workers in order to understand their outlook and deliver joint outcomes.	✓	
Ability to think strategically, set own objectives and direct effort to meet goals	✓	
Excellent communication skills with the ability to communicate complex scenarios in a clear and concise manner with customers and suppliers		✓
Creativity and innovation	✓	
Desire for professional development in a Project Management environment.		✓



Additional Attributes	Essential	Desirable
Highly motivated to achieve goals		✓
Positive and resilient outlook	✓	
Lead by example and set the standards that support the image we want to project to our customers, suppliers and colleagues.	✓	
Commercially astute – possess the intellectual curiosity, capacity and capability to analyse complex issues, make well-judged decisions and take timely action. Adaptable work style	✓	

### Code of conduct

We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image we project to our customers and suppliers.

#### We expect all our team members to :

- **Give our best** – we are empowered & have the autonomy to give our best every day; we are accountable for what we do, and we are comfortable with openness and challenge in the pursuit of improvement
- **Make a difference** – we do the right thing on a difficult day; we are building on our legacy for success and we are making a difference for tomorrow
- **Freedom to thrive** – our creative and adaptive thinking allows us to lead the way; we are curious and passionate, and we have the freedom to thrive
- **Everyone is valued** – we look out for each other; we enjoy doing a good job together and everyone is valued

<b>Job Holder's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Line Manager's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		