**Job Profile (Environmental Data Officer)**

**Job title: Environmental Data Officer**

**Job grade: Level 2 Zone 1**

**Salary range: £26,592 - £28,672**

**About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

Camden Council’s vision is to achieve a net zero carbon Camden by 2030, by continuing to drive carbon dioxide reduction across its own estate and operations. Camden Council has committed to the World Health Organization air quality standards. This role will support the implementation of the actions in Camden’s [Climate Action Plan 2020-2025](https://www.camden.gov.uk/how-are-we-tackling-the-climate-crisis-in-camden-#rqld) and [Clean Air Action Plan 2019-2022](https://www.camden.gov.uk/documents/20142/0/Clean%2Bair%2Baction%2Bplan%2B2019-2022_final2.pdf/f7cd1a68-e707-0755-528a-59388adf0995), which see environmental data at the core of our activities.

**About the role**

This role will play an important part in monitoring and achieving energy, carbon and cost savings across Camden’s property portfolio, and delivering the Council’s ambitious borough-wide air quality programme.

The post holder will be an integral part of the Sustainability, Air Quality and Energy team, which is responsible for procuring and managing Camden’s energy and water supply contracts, and delivering the Council’s air quality programme. The role involves collecting, maintaining and managing good quality energy and environmental data, and providing information and reporting to budget holders, contractors, suppliers, building managers and staff, where necessary.

The role will involve inputting gas, electricity and water data and invoices into Camden’s energy monitoring database. The post holder will carry out site visits, meter readings and meter inspections to ensure that metering equipment is operational, to avoid or limit any cost penalties to Camden’s energy supply contracts, and identify, report and advise on issues that require investigation and resolution, taking photographs where necessary. The post holder will be the point of contact with any suppliers who are installing Automatic Meter Reading (AMR) for gas, electricity and water across the Council’s property portfolio. The role will involve collecting air quality NO2 diffusion tubes, processing and analysing air quality data, providing statistics and summary information for the Senior Air Quality Officer and other colleagues across the organisation.

The role will offer training opportunities for the candidate to expand their knowledge on the topics of energy, climate and air quality, as well as opportunities to develop how data is reported and collected for the team.

**About you**

* Attention to detail in your work
* Experience working with data (preferably environmental data)
* Experience using MS Excel and Word
* Ability to work independently and show initiative
* Excellent team player who is willing to step in and support colleagues and organisational objectives where needed
* Ability to communicate clearly and effectively with different audiences
* Ability to prioritise a busy workload to meet deadlines and targets
* Understanding of energy efficiency, air pollution and sustainability projects
* Experience reading electricity, gas and water meters (training will also be provided)
* Experience with air quality monitoring equipment (training will also be provided)
* Familiarity with health and safety at work and other regulations relevant for the role (training will also be provided)

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

No

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Marginalised groups, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,