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| **Service:** | Economic Directorate |
| **Post title:** | Net Zero Analyst |
| **Grade:** | G |
| **Responsible to:** | Senior Strategy Manager – Low Carbon & Environment |
| **Staff managed:** | None |
| **Date of issue:** | August 2024 |
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| Job context |
| This job profile covers the position of Net Zero Analyst within the York and North Yorkshire Combined Authority (CA). The post sits within the Low Carbon and Environment Team and the post holder will report to the Senior Strategy Manager (Low Carbon and Environment).  York and North Yorkshire has the ambition to be net zero by 2034, and carbon negative by 2040. The postholder will make a critical role in the delivery of this ambition, working across the strategic pillars of our net zero approach – decarbonising our energy system, moving towards a circular economy and enhancing our natural capital.  The postholder will be expected to achieve the following key objectives:   * Develop a robust evidence base through stakeholder engagement, research and analysis to inform net zero projects and policy decisions; * Apply insights from engagement, research and analysis to develop tools/resources/guides to support place-based approaches to accelerate the delivery of net zero at pace and scale; * Work in partnership and coordinate specific activities to support the development and delivery of net zero projects; and * Support project management, monitoring and reporting.   The role will involve working closely with other teams within the York and North Yorkshire Combined Authority and Local Authorities. The role will also involve working with a diverse range of external stakeholders to develop an evidence base to inform policy decisions and project development.  The post does not hold managerial responsibilities, although the professional support, guidance and mentoring of colleagues may be required from time to time. The post holder will not have responsibility as a budget holder.  The post holder will be based in our York Office.  The main aim of the role is to support the development and delivery of ambitious net zero projects. This will be achieved through engagement, research and analysis to enable the development of impactful projects, alongside project management support and collaborative working to effectively deliver projects. The role will inform regional priorities and support investment to reach net zero.  This involves:-   * Engagement and research to understand innovative net zero approaches, models and projects; * Gathering intelligence using a variety of sources and appropriate analysis techniques, such as economic impact, social value and cost benefit analysis; * Collation and analysis of reports, research findings and data; * Using research and analysis to develop innovative tools, resources and guides to support the sharing of best practice and other places to replicates similar approaches followed in York and North Yorkshire; * Working with partners to develop and deliver projects, supporting project management and coordinating specific activities; * Preparing and presenting analysis, research findings and reports to support the work of the Combined Authority and partners * Supporting project management processes and contract management of consultancy work. |

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| Structure |

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| Job Description | |
| Job purpose | **The core focus of this job is to support the development and delivery of ambitious net zero projects through stakeholder engagement, research, analysis and providing project management support.** |
| Operational management | * Engage with stakeholders, analyse data and collate information from a range of sources, reaching appropriate conclusions and recommendations in order to provide intelligence to assist in the development of net zero projects and formulation of policies. * Coordinate work with partners to support the development and delivery of projects, * Support project management, liaising with partners and contributing to writing reports and updating documents, |
| Communications | * Undertake presentations and communicate ideas effectively both orally and in writing. * Produce and effectively disseminate research findings, analysis, policies and information to partners. |
| Partnership / corporate working | * Develop and maintain strong relationships with Local Authorities and other key partners. * To liaise and work collaboratively with local authority partners and stakeholders in the development and delivery of projects. * Support knowledge exchange around innovative net zero approaches * Represent the Combined Authority at events and meetings. * Liaise with other CA teams and work collaboratively on relevant activities. |
| Resource management | * Effectively support project teams to achieve successful outcomes. * To support the assessment and evaluation of options to ensure effective selection of solutions/approaches/ projects to maximise carbon savings and other benefits. |
| Systems and information | * Use a range of methods and techniques of analyse information, such as economic impact analysis, and cost benefit analysis. * Support management of project management workbooks. |
| Strategic management | * Manage desk-based research and specific activities within projects. * Contribute to the ongoing review of continuous improvement of services and projects. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * In depth knowledge of net zero, including technologies and approaches. * Understandingof research methods and techniques of economic analysis and the ability to select and use the most appropriate in the circumstance. * Understanding of national and regional net zero policyKnowledge of project management principles. * Knowledge of IT packages related to economic analysis. | * Knowledge of co-ordinating and managing partners |
| Experience   * Experience of supporting project development and/or delivery. * Significant experience of collating, analysing and presenting data and research findings. * Experience in the use of data and research in the development of services, tools, strategies and/or policies. * Experience of monitoring and reporting procedures. * Experience working collaboratively with a range of organisations. |  |
| Occupational Skills   * Able to manage own workload to meet tight deadlines and competing priorities. * Able to deal with and manage confidential information. * Able to analyse, organise and present complex numerical and statistical data in a format suitable for a varied audience. * Able to interpret complex economic information from a range of sources, to provide comprehensive analysis. * Excellent verbal and written communication skills including report writing * Excellent inter-personal skills. * Projects credibility and confidence when communicating with a range of audiences, on a range of matters. * Effectively identifies workable solutions for a range of issues/problems. * Excellent ICT skills (Word, Excel, Power Point, Microsoft Office). * Ability to draw information from a variety of sources, dissect and draw appropriate conclusions. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Degree or experience in a relevant subject (e.g., sustainability, environment, energy) |  |
| Other Requirements   * Ability to travel around the county for business purposes |  |
| Behaviours   * Partnership working is key to the role, ensuring that the postholder acts with openness and transparency to build trust. * The role will require the postholder to be ambitious, seeking new opportunities and being aspirational in service delivery. * The role will require the postholder to adapt to working with different types of stakeholders and scenarios, learning through doing and listening to others. * It is important that the postholder is inclusive – actively seeking the views of others, being kind and compassionate, and celebrating diversity. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.