

## **ESG Technician – Kingswinford**

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 9.00 – 5.00
<b>Department:</b>	SHEQ
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

### **Purpose:**

This role will support the ESG Manager and Steering Group with the integration of ESG principles into investment and business decision-making processes.

### **Key Responsibilities:**

- Assist in collecting, analysing, and interpreting ESG-related data from multiple sources (energy, water, waste etc.) including but not limited to Horizon, Looker, utility invoices, and external data sources e.g. UK Government, GHG (Greenhouse Gas emissions) protocol etc.
- Conduct research on ESG trends, risks, and opportunities across the real estate sector.
- Compile and maintain ESG datasets for internal and external reporting.
- Ensure the accuracy and consistency of ESG data in line with regulatory requirements and company standards.
- Assist in preparing compliance reports (e.g. SECR – Streamlined Energy & Carbon Reporting, ESOS – Energy Savings Opportunity Scheme).
- Assist in preparing ESG reports (e.g. GRESB – Global Real Estate Sustainability Benchmark), presentations, and dashboards for internal and external stakeholders.
- Assist in stakeholder engagement activities, including liaising with employees and tenants.
- Prepare ESG communications for internal newsletters, training, and inductions.
- Stay updated on UK and EU ESG regulations and reporting standards.
- Assist in ensuring compliance with ESG-related legislation and company policies.
- General administration tasks to include arranging meetings/rooms and refreshments, booking train tickets/accommodation, preparation of expenses
- Calendar management
- Any other ad-hoc/reasonable duties

## **Person Specification**

- Proficiency in Microsoft Excel, PowerPoint, Word, Horizon & Looker.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Attention to detail and ability to handle multiple tasks effectively.
- Interest in developing knowledge, skills, and potential to become a key stakeholder and enabler on our ESG journey.

## **Qualifications / Training**

- GCSE level 4 or equivalent in Maths & English.
- Any courses completed or qualifications attained in Sustainability, Environmental or Energy Management would be of benefit.