

Sustainability Consultant/BREEAM Assessor

Due to an expanding workload, an opportunity has arisen to join the growing team within our consultancy practice. We are therefore looking for a qualified BREEAM Assessor with at least 2 years' experience in the industry and a keen interest in environmental and sustainability matters. In turn, Encon Associates can offer a career with scope for responsibility, autonomy and growth.

Encon Associates Limited

We are a Chartered multi-disciplinary consultancy providing sustainability, and environmental consultancy to the construction industry including environmental assessment services such as BREEAM, HQM and other design, construction and planning related services. Encon Associates were established in 2008 and have grown an enviable reputation in the sustainability sector providing comprehensive solutions to our client base.

Main Responsibilities

The successful candidate will report directly to the Head of Sustainability. Main duties will include liaising with clients, collating information and assessing design data on various BREEAM and HQM projects. On appointment, the successful candidate will be expected to manage multiple BREEAM projects from inception through to completion. Over time the successful candidate will develop and expand the role, becoming a key contact for clients, training & managing other team members and helping to shape the future of sustainability and environmental services within the company.

Benefits Package

Salary

Guide salary range **£25-£35k** depending on experience.

Office Location/Hours

The role will be based at our head office in Nottingham, however hybrid working will be considered depending on experience. Hours of work are 37.5 per week, usually 8.30am – 4.30pm Monday to Friday.

Holidays

20 days flexible holiday, plus additional Christmas closure (usually 4-5 days) and Bank Holidays.

Training

Ongoing in house and external training will be provided. Encon Associates are working partners with IES, therefore the successful candidate will be provided with full IES training to help expand their skillsets, becoming a building simulation engineer to compliment their BREEAM Assessor services.

Encon Associates encourage all staff to become members of their respective Chartered institutions and full support will be given to eventually meet Chartered Environmentalist status.

Flexible Working

Encon Associates are proud to be a family friendly employer, offering flexible and part time working. We work with all colleagues to understand their needs for a work life balance and we are always willing to discuss options to accommodate this, including the possibility of hybrid working.

Closing Date

No closing date for applications. Encon are continuously on the lookout for promising individuals. If you would like to join our expanding team please forward an up to date CV with covering letter addressed to the Directors for consideration.

Sustainable Buildings Consultancy

- BREEAM ■ Landscape Architecture ■ Arboriculture ■ Ecology ■ Traffic & Transportation ■ Swept Path Analysis
- Energy Assessment ■ SAP ■ EPC ■ SBEM ■ Thermal Modelling ■ Daylight Calculations

Application

For interested applicants please apply in writing enclosing your CV for the attention of The Directors to the following address OR email address:

Encon Associates Limited
10 Chapel Lane
Arnold
Nottingham
NG5 7DR

enquiries@enconassociates.com

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Registered Office : 550 Valley Road, Basford, Nottingham, NG5 1JJ Company No : 6758194

Person Specification

| Requirement | Essential | Desirable |
|--------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> • Educated to degree level or equivalent in a related discipline • Qualified BREEAM NC Assessor | <ul style="list-style-type: none"> • MSc in a construction or environmental related discipline • Working towards membership of professional body/Institution. • BREEAM AP • IESVE Qualifications • WELL qualified • NDEA |
| Experience | <ul style="list-style-type: none"> • 2 years minimum knowledge of BREEAM. • Minimum of 2No BREEAM submissions. • Experience of working to tight deadlines • Experience of liaising with clients & participating in meetings | <ul style="list-style-type: none"> • Office experience • Chairing web meetings or involvement in a meeting environment • Experience dealing with contractors and sub consultants • IESVE Experience |
| Skills | <ul style="list-style-type: none"> • Ability to work under own initiative and work within a team • Excellent communication skills in person, on the telephone and in web meetings • Confidence when meeting clients and attending design team meetings • Competent in MS Office and other IT applications e.g. Excel, Outlook etc. • Report and letter writing | <ul style="list-style-type: none"> • Competent in the use of AutoCAD • Aptitude to identify new business opportunities and clients • Competent in the use of Sketchup |
| Other | | <ul style="list-style-type: none"> • Driving licence and own transport. Please note the successful candidate will be expected to organise their own transport when required |

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