

# 100% Renewables Position Description



<b>Title:</b>	Renewable energy consultant
---------------	-----------------------------

## Position overview

**This role will provide technical lead and project management inputs to the delivery of multiple energy efficiency, renewable energy and carbon consulting projects. Full-time position or 4 days/week. Flexible work arrangements possible, including work-from-home. Location: preferred in Sydney, NSW or ACT.**

### About 100% Renewables:

100% Renewables (100% RE) is a boutique consultancy founded in 2015 and based in North Sydney. We help large energy-using businesses and government organisations make a meaningful difference by responding to climate change while driving financial performance. We are known for developing climate action strategies that have organisational buy-in.

### Vision:

We see a future where all organisations will be powered with renewable energy and have zero net emissions. Our mission is to drive net profit with zero emissions for our clients.

### Our core values:

- Excellence in delivery
- Honesty and integrity
- Professionalism
- Respect and transparency

### Our core competencies:

- Renewable energy
- Energy efficiency
- Carbon accounting
- Stakeholder engagement

### Our target market:

Large energy users and all levels of government.

## Key responsibilities

- Manage multiple client projects concurrently
- Client account management
- Perform solar PV and battery storage feasibility assessments, specifications and supplier evaluations
- Perform industrial and commercial sector energy audits to identify and scope new energy opportunities
- Develop energy and basic carbon footprints, interval data analysis, tariff analysis
- Develop business cases
- Maintain knowledge of new technologies and communicate relevant developments and opportunities to colleagues
- Develop and maintain MS Excel analysis tools
- Prepare reports in MS Word
- Prepare MS PowerPoint presentations

# 100% Renewables Position Description



## Qualifications, knowledge and experience

### Minimum

- 1.5+ years' experience
- Tertiary qualifications in engineering or related discipline
- Understanding of renewable energy technologies and opportunities in industrial and commercial sectors
- Solar and battery storage modelling
- Experience in consulting and client management
- Experience in project managing energy consulting projects
- Experience in developing and managing complex data analysis tools

### Favourable

- Carbon accounting knowledge
- Experience in developing (and implementing) energy projects
- Experience and knowledge of energy technologies and efficiency opportunities in industrial and commercial sectors

## Attributes and skills

The successful candidate will be able to demonstrate the following 3Qs attributes:

- **Questioning**
  - Reads briefs and proposals thoroughly and asks questions to understand the role and deliverables
  - Reads background information and reports about clients to understand their business and needs
  - Asks questions of colleagues, clients and others throughout assignments to continually improve understanding of needs and deliverables
  - Reads widely to be abreast of latest developments and opportunities and queries their applicability to our clients' needs
  - Speaks up and always asks 'why'?
- **Quickness**
  - Proactively puts their hand up to take on roles and responsibility with new work, proposals, and other opportunities
  - Rapidly seeks to get to grips with tasks and plan for outcomes to be delivered
  - Manages time effectively so that multiple tasks can be scheduled and processed in a timely manner
  - Takes initiative and works hard to improve skills in all areas of project delivery and continually improves their productivity and efficiency
  - Delivers work on time, all the time
- **Quality**
  - Puts relentless focus on our client and meeting their needs
  - All background non-client workings are clear, logical, readily explained and readily understood by project teams
  - Captures learnings and procedures as they go and documents them as part of the way we work
  - Always looks for ways to improve the way we deliver work and reports
  - Never delivers a report that has not been 100% checked for response to the brief, structure, and where all spelling and grammar have been checked and re-checked

# 100% Renewables Position Description



In addition, you will possess the following:

- Independence and flexibility. Self-directed and proactive, able to work with minimal supervision yet know when to seek advice and support. Feels comfortable to work from both the office and home.
- Analytical thinking skills. Ability to analyse and synthesise complex information and issues into meaningful and practical advice.
- Computer skills. Uses a wide range of software products like MS Word, Excel, PowerPoint, dropbox, Skype, zoom, Notion, Trello.
- Project management skills. Develops clear project plans and timelines, regularly communicating with team members, and monitors project progress, operating within budget and required standards.
- Ability to travel. Must be able to travel occasionally. Duration of travel would typically be one to three days, domestic travel only.
- Communication skills. Develops clear timelines for tasks, regularly communicating with team members, operating within required standards.

## Remuneration

A remuneration package will be negotiated with the successful candidate, commensurate with their experience, expertise and qualifications.

Please send your CV and cover letter to Estrella Dorado, EA to Co-CEO: [star@100percentrenewables.com.au](mailto:star@100percentrenewables.com.au)