

100% Renewables Position Description



Title:	Carbon accounting consultant
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Position overview

This role will provide project management, technical lead and client engagement services, including workshops, webinars, meetings as well as communication with non-client stakeholders. The work will mainly focus on assisting clients with their carbon accounting needs, carbon offset and abatement strategy development, and some business development.

Full-time position. Flexible work arrangements possible, including work-from-home. Location: preferred in Sydney, NSW or ACT, but other applications will be considered.

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

- Project management, technical lead and engagement for Climate Active, Science-Based Target initiative (SBTi), National Greenhouse and Energy Reporting (NGER) and related projects
- Development of accurate carbon footprints for organisations, sites, precincts, products, services and events (as applicable), including Scope 1, Scope 2 and Scope 3 greenhouse gas emissions
- Maintenance of and additions to databases of carbon emissions intensity factors and metrics for Scope 1, 2 and 3 greenhouse gas emissions sources
- Assessment of relevant boundaries for carbon inventories and emissions sources
- Conduct of workshops, meetings, webinars, etc. to engage with clients for data collection, boundary setting, offset and abatement planning
- Liaison with relevant Government, standards organisations and other stakeholders in relation to carbon accounting methods, compliance, certification and verification requirements
- Development of carbon offset and carbon abatement strategies
- Delivery of timely, high-quality technical solutions to extract and process customer data

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- Interpretation of sustainability data and ensuring that the highest standards in inventory analysis are met
- Management of multiple client projects concurrently
- Client account management
- Maintain knowledge of new standards/protocols and methods for carbon accounting and communication of relevant developments and opportunities to colleagues and clients
- Preparation of reports in MS Word (excellent report writing skills are a must)
- Preparation of MS PowerPoint presentations
- Preparation of MS Excel frameworks for calculation of GHG emissions inventories
- Generation of follow-on projects for carbon accounting clients
- Proposal writing for new work

Qualifications, knowledge and experience

Minimum

- 3+ years' experience minimum in related field
- Tertiary qualifications in carbon management, engineering, sustainability, environmental management or related discipline
- Working knowledge of the Corporate Greenhouse Gas Protocol (including the Scope 3 Standard) and other corporate carbon accounting and life cycle assessment standards
- Knowledge and experience in Climate Active, Science-Based Targets, National Greenhouse and Energy Reporting
- Experience in carbon accounting or sustainability initiatives, with specific knowledge of carbon inventory frameworks
- Strong background in quantitative analytics
- Experience in consulting and client management
- Experience in managing carbon consulting projects
- Broad understanding of energy efficiency, renewable energy technologies and other abatement opportunities in industrial and commercial sectors
- Experience in developing and managing data analysis tools
- Excellent report writing, client engagement and presentation skills

Favourable

- Accreditation, certification or other relevant qualifications in carbon accounting (or in process of obtaining same)
- CDP reporting experience
- TCFD experience

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Attributes and skills

Beyond the key responsibilities, qualifications and experience, we are committed to hiring candidates who excel in the following three attributes, referred to as 3Qs. Candidates for the position will be able to demonstrate how these attributes are integral to how they work.

- **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

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.

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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