

Sustainability Analyst

This is an exciting role, in a supportive and collaborative team, who are committed progressing the sustainability agenda within GPE and the wider industry. The Sustainability Analyst will play an integral role in owning and managing the data that is vital to GPE being able to achieve our ambitious sustainability goals laid out in our Statement of Intent and progress against our Roadmap to Net Zero. As such, the ideal candidate will have a passion for data, a keen eye for detail and a proactive approach to their work. They will also be inquisitive, with a desire to improve processes and ways of working as sustainability continues to evolve and grow in the business.

Key Responsibilities

1. Data, reporting and communications

- Manage the timely collection of sustainability data across both the investment and development portfolios.
- Proactively review, analyse trends and identify issues and opportunities for improvement in data quality and performance. This will involve working closely with Workplace Services and Customer Experience teams to improve the visibility of data.
- Own GPEs carbon reporting software, Envizi, which is being implemented and work with other teams to ensure data flow between platforms.
- Take a key role in preparation of data required for internal and external sustainability reporting. This includes all external compliance reporting (e.g. Streamlined Energy and Carbon Reporting) and will involve liaison with third party data assurers, production of content for the Annual Report & Accounts, Sustainability Data Report and GPE website. Internal communication will include intranet updates and performance data dashboards.
- Collate and input sustainability data for investor indices and benchmarks including CDP (formally Carbon Disclosure Project), FTSE4Good and the Better Building Partnership's Real Estate Environmental Benchmark (REEB).
- Manage the data collection to support sustainable finance, including KPI reporting for our ESG-linked Revolving Credit Facility (RCF), and liaising with consultants to support the verification of appropriate KPIs.
- Track and respond to information requests in a timely manner e.g. ad hoc investor queries, customer requests and joint venture partners.
- Continue to review opportunities to improve our reporting in line with best practice, improve data quality and integrate new frameworks into GPE's public disclosures.

2. Portfolio sustainability

- Work with the Energy Manager and Workplace Services team and provide support on the metering and energy management projects.
- Support the development and delivery of sustainability plans for each building for example through CRREM pathway mapping.
- Work with the Customer Experience Managers (GPE Building Managers) to support our customers through proactive data sharing to help improve sustainability performance, awareness raising initiatives and attending customer meetings to understand customer needs.
- Maintain and continue to improve existing data collection processes for portfolio sustainability indicators including biodiversity enhancements, water and energy efficiency installations and waste management initiatives.
- Keep the EPC register up to date and provide regular reporting on portfolio EPC breakdown
- Support on the evolution of green lease requirements to support improved energy performance.

3. Development sustainability

- Work with the Sustainability Lead – Development and the wider Project Management Team to monitor the sustainability performance of projects and collate information from third parties e.g. principal contractors, embodied carbon assessments and building certifications (e.g. Fitwel, SKA, BREEAM and EPCs).
- Support the development and delivery of Project Sustainability Plans for each project in the GPE pipeline that reflects our ambitions as set out in our Creating Sustainable Spaces Brief

4. Other responsibilities

- Provide information where required to support the Portfolio Sustainability Sub-Committee, the Development Sustainability Sub-Committee and the Sustainability Committee.
- Attend meetings as relevant to support and promote the sustainability team. Examples may include meeting with customers to understand their needs, local BID initiatives, and Better Building Partnership (BBP) Working Groups.
- Assist with the coordination of the Sustainability team for example by taking minutes/ actions.
- Keeping up to date with external trends, case studies and latest thinking and relevance for GPE.

Person specification

Experience/background:

Essential:

- Experience working in a data driven role within sustainability or the built environment
- Detail orientated, methodical and rigorous approach to data collection and analysis.
- Thorough knowledge of environmental legislation and certification relating to the built environment.
- Understanding of sustainability or the built environment data collection and collation methods.

Critical skills:

- High attention to detail – takes pride in producing accurate and high-quality work
- Verbal communication skills – demonstrable experience in communicating with internal and external stakeholders; excellent questioning and listening skills; ability to communicate with and present to people at all levels
- Written communication – experience of writing reports and presenting written information in informal and formal situations
- Work organisation – anticipates, plans, reviews, is methodical but with the ability to flex as the situation requires
- Proactivity – is able to prioritise and work on own initiative whilst taking into consideration other team members and internal/external stakeholders
- Analysis and problem-solving – excellent with data e.g. notices trends/patterns/ inconsistencies/missing data; checks assumptions and evaluates risks, remains objective when addressing issues
- Collaborative – ability to maintain good working relationships at all times and work collaboratively across teams
- A genuine interest in Sustainability and Real Estate and an eagerness to develop knowledge and understanding

Personal Attributes:

- Thrives in a deadline driven, fast-paced environment
- Conscientious and delivers on commitments
- Comfortable leading on and being accountable for tasks and projects
- Works flexibly and cooperatively as part of a team
- Is prepared to 'roll sleeves up' in order to get a job done

Live by our Company Values:

- We achieve more together
- We are committed to excellence

- We are open and fair
- We embrace opportunity