

Environmental Project Intern (Internship)

Salary: £24,510 - £27,147 per annum pro rata (Grade 4)

Contract type: Full-time (36.5 hours per week), 12-week fixed term

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

As Environmental Project Intern, you will contribute to the net zero strategic goal of the organisation by delivering management reporting through dashboards and other analysis/reporting software. As part of the role, you will explore and develop methods of reporting and benchmarking data to further enhance business insights with regards to WJEC's carbon impact across all three emission scopes. You will also contribute to the development of a suite of reporting/analysis tools which will provide relevant information for the organisation.

The person

You will be a self-motivated individual but also a team player who enjoys working collaboratively with various stakeholders and departments. You will be an effective communicator, with the ability to explain complex data analysis to a non-technical audience. You will have or will be working towards a degree and/or master's qualification (or equivalent) with experience of project management and data analytics.

Our benefits

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; Tuesday 26 November 2024

Interviews are expected to take place in the week commencing 09 December 2024

JOB DESCRIPTION

Job Title:	Environmental Project Intern
Department:	Operations
Section:	Facilities
Responsible to:	Health, Safety & Environmental Manager
Grade:	4
Location:	Western Avenue, Cardiff/Hybrid
Main purpose of Job:	

The Environmental Project Intern will be responsible for developing a carbon emissions reporting dashboard, with visual metrics and drill down functionality to enable trend monitoring. This will involve working with suppliers to identify sources of scope 3 emissions and quantify levels, to support the development of the reporting dashboard.

The post holder will work closely with the operations leadership team to identify energy generation opportunities and help create conceptual business cases for capital investment consideration, whilst also developing a net zero strategic road map and tactical steps to enable success.

You will also work closely with other relevant stakeholders in contributing to data visualisation projects, bringing new ideas to continually improve the way the organisation utilises data analysis and insights. As part of this project, you will be working to meet project deadlines, providing progress updates to the Operations leadership team, whilst also ensuring that project is successfully completed, and issues are flagged within the appropriate timeframes.

Principal Duties and Responsibilities:

Analysis and Visualisation of Key Business Drivers

- Working with internal stakeholders, and external suppliers to identify quantify and consolidate all carbon emission source data.
- To work with the Operations Leadership Team to develop meaningful environmental KPI's and reporting dashboards.
- To create high value analysis and data visualisations of KPIs and other data key data sources, using power and other relevant software.
- To provide recommendations and improvements to existing reports and visualisations and/or analysis techniques.
- To perform ad-hoc analyses to business requests and seek data-based insights for operational improvements.

Project Management

- To work collaboratively with colleagues in Operations, Finance, HR, Sales and Marketing and IT and other stakeholders (dependent on project) to gather and define business analysis requirements to help drive organisational performance and objectives in relation to environmental impact.
- Undertake research into energy generation/reduction emerging technologies and build into conceptual business cases for capital investment consideration.
- To provide regular updates on project progress to the Operations Leadership, ensuring that project deadlines are successfully completed, and any issues flagged within the appropriate timeframes.

Stakeholder Engagement

- To liaise with internal colleagues in all areas of the business to enable learning, collaboration and improvement, providing support and solutions as required
- To establish effective communication channels with third party suppliers to gain full understanding of scope three emissions.
- To work collaboratively as part of a team to understand existing analysis/visualisations and ways to improve the level of insight gained from them.

Additional Activities

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

Job Title:	Environmental Project Intern
Department:	Operations

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have, but it is not expected that candidates will meet all of them. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Excellent diagnostic and problem-solving skills
- Ability to work collaboratively and communicate with a range of stakeholders across the business, both internally and externally
- Logical thinker with an ability to grasp new concepts quickly
- Flexible approach to work and an ability to manage conflicting deadlines
- Project Management experience/formal qualification
- Ability to work efficiently and to keep calm when under pressure
- A high level of accuracy and attention to detail
- Ability to analyse data and feedback to ensure continuous improvement
- Excellent communicator with the ability to convey complex technical terms in a clear and succinct manner to a wide variety of audience
- Ability to think outside the box, constantly seeking creative but workable solutions to complex problems

Desirable

- Ability to speak Welsh

Knowledge

Highly desirable

- Knowledge of Power BI and other data analytics tools/systems
- Experience of developing conceptual data-based business cases/financial assessments
- Understanding of climate change and its causes
- Full understanding of emissions scopes

Desirable

- Knowledge of statistical package (e.g. R, Stata, Minitab, Labview etc)
- Excellent presentation skills

Experience

Highly desirable

- Experience in using data to problem solve/create solutions
- Working in a team setting to address a specific issue
- Project Management

Training / Qualifications

Highly desirable

- Degree qualified (or equivalent) in Science or Technical field or working towards.

Desirable

- Currently working towards Master level

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Intern Project Amgylcheddol / Environmental Project Intern		
Cyflog / Salary:	£24,510 - £27,147 y flwyddyn/per annum pro rata	Gradd / Grade:	4
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/> Llawn amser / Full Time <input type="checkbox"/> Rhan amser / Part Time <input checked="" type="checkbox"/> Llawn amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No. of hrs per week Diwedd y Tymor 3 months End of Term Diwedd y Tymor / / End of Term Nifer yr oriau yr wythnos No. of hrs per week	
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 23:59; dydd Mawrth 26 Tachwedd 2024.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 23:59; Tuesday 26 November 2024.</p>			