Scheme Analyst

37.5 hours per week based at Sci-Tech Daresbury with some home working
Salary: £24,000 - £32,000

With energy costs constantly rising and climate change affecting us all, low-carbon technology has an increasingly bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Since 2008, MCS has become the recognised standard for UK products and their installation in the small-scale renewables sector. MCS is a mark of quality. We create and maintain standards that allow for the certification of low-carbon products, installers, and their installations, used to produce electricity and heat from renewable sources.

An exciting opportunity has arisen within MCS to support the Scheme Manager with overseeing the delivery of the small-scale retrofit scheme and implementation of processes, including the provision of scheme analytics and development of systems infrastructure, including the MCS Installations Database (MID). The MID holds information on every MCS-certified small-scale renewable energy installation in the UK since 2010, being the most comprehensive reference for installations.

The MID is used as the single reference point for installation information by industry, government, and Ofgem. MCS uses these data insights to monitor scheme performance and to assess the current state of the market to highlight opportunities. As well as providing data-driven insights, you will be highly organized, have an ability to spot trends in data and be confident at presenting data findings.

This is an exciting time to join MCS: in 2021, we reported exceptional growth and we now must continue to ensure we are at the heart of the UK's drive to meet net-zero carbon by 2050.

To apply, please send a CV and covering letter outlining how you meet the person specification to mcsoperations@mcscertified.com Deadline for applications is 9am on 22nd August 2022.

Successful applicants will be invited to interview at the MCS office w/c 29th August 2022.

What we offer:

- 25 days' annual leave per annum – increasing to 28 days with 3 years' service, and to 30 days with 5 years' service
- Flexibility to support some home working
- 8% company pension contribution
- Access to and support with continuous professional development
- Access to salary sacrifice schemes, such as Cycle2Work
- Fully expensed Christmas party
- Payment of one professional subscription
- Access to a mental health first aider and counselling support
- Provision of free fruit, tea and coffee, soft drinks and breads and spreads in the office
- An innovative office environment that encourages collaboration
- Attractive HR policies including enhanced maternity/paternity leave, sick leave, and emergency paid leave

Job description

Role:	Scheme Analyst
Reports to:	Scheme Manager
Salary:	£24,000 – £32,000
Location:	Sci-Tech Daresbury with a flexible policy to support some home working
Contract:	37.5 hours per week; permanent, full-time

This is an excellent opportunity for an ambitious candidate who is self-motivated, analytical, and willing to learn. MCS values team players and provides support for personal and professional development, including dedicated training where desired.

As Scheme Analyst, you will be undertaking data preparation, manipulation and analysis to deliver insights to help inform the internal team and wider industry of scheme performance. You will be talented at translating data into meaningful insights and confident at communicating these insights internally and externally via reporting and presentations. You will be required to deal with all levels in the organisation, from the helpdesk through to the chief executive.

Alongside the Scheme Manager, you will act as a technical point of contact to support data-related queries and be involved in managing data sharing/transfer agreements. To fulfil external data requests, you will be dealing with a diverse range of stakeholders, including government, trade associations, and universities among others. We are looking for an individual with excellent interpersonal skills, and a natural ability to develop and maintain relationships with stakeholders across our industry. Due to the high demand for data requests, you will also be able to work in an allocated timeframe to meet deadlines.

Providing support to the Scheme Manager in leading the Low Carbon Landscapes data project will also be a significant part of the Scheme Analyst role. This will involve assisting with the development of the

design and build of the MCS data dashboard tool, as well as working alongside the communications team to produce annual reports.

Developing and maintaining the MCS Installations Database (MID) will be a crucial part of the role, as well as supporting MID users (such as contractors and certification bodies) with training. This will include preparing and updating training materials and hosting training sessions for new-to-scheme contractors. You will also aid the design and deployment of other technical solutions across the business, and system architecture requirements to support the growth of the scheme. To support with the development of scheme improvement plans, you will be equipped with process mapping skills to help identify process improvement opportunities in the business.

As an MCS employee, you will have the ability to demonstrate, understand and apply our company values. These are embedded in all roles across the business, and you should evidence these values as part of the application process:

- Expert
- Inspiring
- Collaborative
- Principled
- Determined

Main role and responsibilities:

1) Undertake data preparation, manipulation and analysis regularly to fulfil internal and external data requests
2) Support with the design, implementation and monitoring of data sharing agreements
3) Prepare and present reports on scheme performance, including the production of a monthly balanced scorecard
4) Deliver presentations both internally and externally for a range of audiences
5) Network with existing staff and external stakeholders to build a strong network across the organisation and the renewables sector
6) Liaise with the communications team to showcase key trends highlighted in the data and gain support to distribute data findings for internal/external communications
7) Support with the design and delivery of the Low Carbon Landscapes project, including an annual report and the ongoing development and maintenance of the data dashboard
8) Assist with the design and deployment of technical solutions, such as the MCS Installations Database (MID), and wider system architecture requirements
9) Analysis and execution of data cleansing on the MID and other systems
10) Provide direct support and training to MCS-certified contractors in accessing and updating systems, including the MID
11) Update and maintain a suite of MID guidance documentation for scheme operators, such as certification bodies, and MCS-certified contractors
12) Support the delivery and implementation of scheme improvement plans, including the introduction of new processes and procedures

Person specification

1	Knowledge • An understanding of the small-scale renewables technology sector (D) • Degree in environmental science or related area (D) • An exceptional working knowledge of Microsoft Office tools (E) • A qualification or completion of an accredited advanced Microsoft Excel training course (D)
2	Skills • Exceptional written, verbal, and non-verbal communication skills (E) • Organised and professional with demonstrable strengths in translating data into meaningful analysis (E) • Able to work in an allocated timeframe (E) • High level of accuracy, concentration, and attention to detail (E) • Excellent interpersonal skills (E)
3	Behaviour • Confident, self-motivated, and willing to learn (E) • A track record of building and maintaining relationships internally and externally (E) • Team player who enjoys being part of a collaborative and passionate organisation (E) • Natural self-starter who can work independently (E)