

<b>Job title</b>	Sustainability Data Technician Apprentice
<b>Department</b>	Finance, Communications, People & Sustainability
<b>Reports to</b>	Head of Environment & Sustainability
<b>Location</b>	Shoreham Port Estate

### Role Summary

This apprenticeship offers the chance to be part of the Port's ambitious Net Zero journey, helping to guide and influence decision making within our carbon reduction strategy. Working with teams across the Port, you will be sourcing key fuel and energy use data, performing data analysis to provide emissions forecasting, communicate progress and explore our decarbonisation options.

This apprenticeship offers hands-on sustainability experience and the ability to earn a Level 3 qualification as a Data Technician, whilst working within a friendly and supportive team helping to shape the future of a business vital to the UK economy.

### Key tasks and responsibilities

- Working with teams across the Port to gather relevant data from internal databases, external sources, and field surveys, related to energy consumption, waste management, carbon emissions, water usage, and other sustainability metrics.
- Organise and maintain databases to ensure the integrity and accessibility of sustainability-related data.
- Implement data quality control measures to validate data and identify and correct errors or inconsistencies.
- Utilize analytical tools and techniques to analyze sustainability data and perform emissions calculations in line with the relevant emissions protocol.
- Format and present data for review, helping to clearly communicate trends and patterns, facilitating further analysis and informing business decisions.
- Monitoring of the Ports energy consumption and emissions outputs at regular intervals, providing forecasting and ensuring we remain on course.
- Options testing, using data analysis to identify different carbon reduction pathways and forecasting.
- Assist in the preparation of regular sustainability reports for internal stakeholders, regulatory bodies, and external partners. ensuring compliance with reporting requirements and standards.
- Stay updated on industry trends, best practices, and emerging technologies related to sustainability data management and analysis. Provide insights and recommendations for continuous improvement.
- Assist with other projects across the Port as required.
- Assist in supporting stakeholder events including public networking.
- Any other duties as requested.

### Key skills/Person specification

- 5 GCSEs grades A\*-C/9-4 or equivalent (including English Language and Maths)
- Passionate about sustainability, with particular interest in future fuels and technology

- Strong written and verbal communication skills
- Strong analytical skills with proficiency in data collection and analysis using tools such as Microsoft Excel, SQL, Python, or R.
- Keen interest in data handling
- Passionate about playing a role in our decarbonisation journey.
- Adaptable and proactive
- High attention to detail
- Collaborative mindset with the ability to work well independently, as well as within a team environment and Port wide.
- Positive attitude
- Problem-solving skills

#### Health & Safety – All home safe and well daily

- Highlight unsafe behaviours and conditions to ensure we all go home safe and well daily.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

#### Our Values

