

Minimum acceptable
and low.

Drying room.

Quitting for the light /
at home.

Aggressive education
competition
will be
entirely

Net-zero policy analyst

CANDIDATE PACK



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WELCOME LETTER

Sue Riddlestone OBE

BIOREGIONAL CEO & CO-FOUNDER

Dear candidate,

Thank you for your interest in the role of Net-zero policy analyst at Bioregional.

I co-founded Bioregional in 1994, and we've been breaking daunting sustainability challenges into achievable, collaborative steps ever since.

It is my great privilege to lead a small but passionate team of experts dedicated to helping businesses and communities to thrive within a sustainable world.

This challenge has never been more important or more urgent, and so we are embarking on a new growth strategy to scale up our impact.

As an analyst in our Sustainable Places team, your role will include supporting local authorities with their local plan evidence bases, including analysis of the carbon impacts of alternative spatial growth scenarios using our Net-zero Spatial Planning Tool

I am proud of the culture that we've developed over the years at Bioregional. We are professional, honest, and always true to our values: we're big thinkers, holistic doers, and collaborative enablers.

And we pride ourselves on being a fantastic place for colleagues to develop their skills and careers, whether they are a recent graduate or a seasoned professional.

“

I am proud of the culture that we've developed over the years at Bioregional. We are professional, honest, and always true to our values.

If you feel you have the skills and experience we're looking for, and you share our passion for securing a liveable future, then we would be delighted to hear from you.

If you have any questions about the role or the process, please email recruitment@bioregional.com.

We look forward to receiving your application.



Sue Riddlestone



Your
new
role

Net-zero policy analyst

Team	Sustainable Places
Location	Hybrid, London office
Salary	£28,900 to £32,000 p.a. depending on experience
Contract	Permanent
Hours	37.5 (5 days/week – although <u>we are currently working a 9-day fortnight</u> with no loss of pay)



Role & impact

YOUR NEW ROLE

Bioregional's award-winning Sustainable Places team supports clients to develop innovative and practical solutions that enable them to embark on a transformational sustainability journey.

We are seeking a bright, well-organised, practical and business-friendly environmentalist to join a growing team of technical sustainability experts working with private and public-sector organisations to develop and implement sustainability programmes.

We have a growing portfolio of projects supporting local planning authorities with net zero carbon policy and are looking to increase our capacity in this area.

Your role will support evidence base work for Local Plans, including local carbon budget assessments and analysis of the carbon impacts of alternative spatial growth scenarios using our Net-zero Spatial Planning Tool.



We support sector-leading developers and asset owners to integrate excellent social and environmental performance into the design, build, operations, and energy management of the built environment.

You will work with the Sustainable Places team. Your contribution will primarily include supporting project managers on:

01. Policy making for new local plans and regions – we support Local Planning

Authorities to develop and implement sector-leading zero-carbon and sustainability policy so that the best buildings and schemes are designed and delivered. This role will contribute to local carbon budget assessments, including gathering and checking data, applying established methodologies, undertaking spreadsheet-based calculations, testing policy scenarios and helping to explain what the findings mean for Local Plan policy.

You will also learn to use our Net-zero Spatial Planning Tool and its analytical outputs to assess the relative carbon impacts of site allocations and spatial growth scenarios, considering emissions associated with buildings and transport.

You will interpret results, identify key messages and limitations, and help prepare clear, well-evidenced reports, presentations and recommendations for local authority clients.

If suitable, you will also support on the other following workstreams:

02. New build design, planning and implementation – predominantly on housing-led mixed-use developments across the country, working with leading developers to deliver against the challenge of creating new places that address the climate and ecological emergency, while enabling attractive, affordable, and healthy lifestyles.

03. Retrofit – from estate-wide strategy to individual buildings – we work with asset owners to create net-zero trajectories for their estates and individual buildings through a combination of consultancy and grant-funded R&D projects.

The role will involve occasional UK travel.



Authority

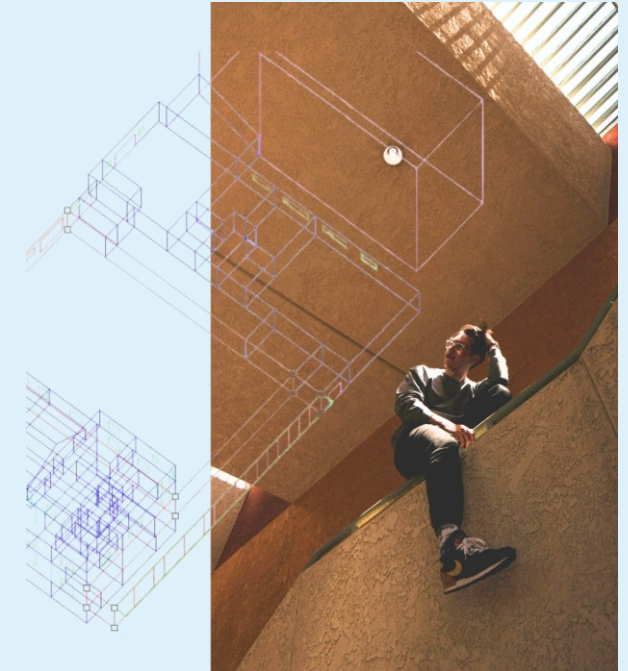
YOUR NEW ROLE

You will work across our project delivery team and be line-managed by a Project Manager within the Sustainable Places team.

You will need to be organised, thorough, a great communicator, practical and good at researching best practice. You will initially undertake carbon budget and spatial analysis tasks using established methodologies, templates and quality-assurance processes, with support from project managers and technical specialists.

As your knowledge develops, you will be expected to manage defined analytical tasks with increasing independence, maintain clear audit trails for data and assumptions, and communicate emerging findings promptly.

At times, you will need to work with minimal supervision and be comfortable managing stakeholder relationships in relation to specific areas of project delivery.



Skills & experience

YOUR NEW ROLE

Essential

We recognise that no one can meet all the requirements for a role, so if you believe this role is a good fit for you, we would love to hear from you, regardless of whether you meet all the criteria.

- Ability to disseminate technical information into easily understandable language for reports and presentations
- Well organised, practical, business-like, and approachable
- Excellent data handling and spreadsheet management skills and good attention to detail
- Competence with Microsoft Word, Excel, and PowerPoint
- Strong written and verbal communication skills
- Ability and willingness to learn new analytical tools and apply documented methodologies consistently
- Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving
- Flexible and able to work independently on a range of projects and grasp new subject areas quickly
- Committed team player
- Understanding and knowledge of the planning system, particularly within the context of net zero carbon
- Strong knowledge of environmental and sustainability issues
- Awareness of the relationship between spatial development patterns, building emissions and transport emissions
- An enthusiasm and commitment to further develop knowledge in the field of sustainability broadly and more specifically on net zero planning
- Educated to degree level, preferably in a related discipline (e.g., environmental science, geography, engineering or equivalent) or have relevant industry experience
- Work experience (paid or unpaid) in the sustainability, public (particularly local authorities) or built environment sector
- Personal commitment to the environment
- Commitment to the aims and objectives of Bioregional

Desirable

It would be advantageous if you have experience in one or more of the following areas:

- Strong numerical reasoning and confidence working with carbon, energy or other quantitative datasets, including checking calculations and identifying anomalies
- Ability to interpret analytical outputs, draw proportionate conclusions and communicate assumptions, uncertainty and limitations clearly
- Able and confident to use technical skills with little supervision
- Good executive presence and strong presentation/public speaking skills
- Able to communicate and engage with a wide range of people
- Experience and knowledge in at least one technical field of sustainability such as green buildings, sustainable energy solutions/renewables, smart travel and transport solutions, eco-products and LCA, and/or waste management
- Understanding of carbon budgets, emissions pathways and how evidence on planned development can support robust net zero planning policy
- Master's degree in a relevant technical/sustainability subject
- Experience developing and/or implementing net-zero carbon planning policy for local planning authorities
- Experience producing evidence bases for net-zero carbon planning policy
- Direct experience working within the public sector or planning policy
- Experience analysing carbon, energy, transport or spatial datasets and presenting findings in written reports
- Experience using analytical or modelling tools to compare development, policy or investment scenarios

Duties & responsibilities

YOUR NEW ROLE

Project delivery

- Production of concise, accurate, well-researched and well-presented reports and workshop outputs.
- Supporting local carbon budget assessments by sourcing, organising and quality-checking national and local datasets, applying established methodologies and documenting assumptions
- Using spreadsheets to compare available local carbon budgets with projected emissions from planned growth under different policy scenarios
- Learning to use the Net-zero Spatial Planning Tool and working with project managers and technical colleagues to prepare inputs, review outputs and test alternative site allocation and spatial growth scenarios
- Analysing and interpreting outputs on building- and transport-related carbon impacts, recognising assumptions, uncertainty and the relative nature of scenario comparisons
- Drafting clear reports, charts, presentations and recommendations that translate technical findings into accessible evidence for planners, officers and other stakeholders
- Assisting project and programme managers with project work, which may include presenting work to clients.
- Delivering tasks within specified time and budget
- Supporting the planning and delivery of workshops
- Liaising with the Communications team on events and communications materials
- Organising project meetings

Business development

Aside from project delivery, you will support the team with business development. For example, this could include helping to maintain an up-to-date set of project case studies, supporting tender responses, and keeping up to date with industry events and standards.

10%

80%

As part of a small team, this role will need to be flexible to support a variety of work requirements and bring skills and knowledge to the team to help improve and expand the services that we offer.

Duties & responsibilities

YOUR NEW ROLE

Personal and professional development

- Developing technical knowledge and expertise in environmental and social sustainability issues
- Attending internal seminars and external training to develop technical knowledge and industry exposure
- Skills training as appropriate to role

5%

Organisational management

- Support the delivery of Bioregional's One Planet Living action plan and take part in team activities
- Attending general meetings including project updates, team meetings and line management meetings
- Maintaining accurate and up to date timesheets

5%



About Bioregional



People-shaped support for planet-sized goals



ABOUT BIOREGIONAL

We're the purpose-
led sustainability
consultancy that
thinks big, works
holistically and
makes things
simple



We are one of the UK's oldest sustainability consultancies. Founded in 1994, we have been winning awards and working with partners to create cutting-edge sustainability solutions ever since.

As a purpose-led organisation, our mission is to help businesses and communities to respond to the climate and ecological emergency, and to create a world in which we can all live happy and healthy lives within the limits of our planet's resources.

We focus on real-world impact, helping our clients innovate at the boundaries of best practice.

We have built our expertise, knowledge, and reputation by collaborating with leading industry players, including multinational retailers, housebuilders, real estate investors, pension funds, and local authorities.

As a social enterprise, we're committed to maximising our impact. We also devote time and resources to influencing policy and industry practices.

In other words: we really mean it.

Our values

ABOUT BIOREGIONAL

You'll join a team of sustainability experts dedicated to making even the biggest sustainability goals easy to realise.

We are entrepreneurial and professional, always delivering the highest standards of work and giving colleagues the freedom to innovate.

And we treat everyone with respect, support our colleagues, and embrace diversity and inclusion to create an environment in which everyone can thrive.



How we do things

ABOUT BIOREGIONAL



Beyond compliance

We work with ambitious, inspiring businesses that want to do more than just tick sustainability boxes. We're a 'critical friend' - challenging and stretching our clients, in a positive way, of course. We're also experts at making it good business to do good.



Never cookie-cutter

We bring decades of diverse, multi-sector experience to the table. This gives us rare breadth, depth and agility to adapt to our clients' company culture, projects and needs.



Enablers not theorists

Translating complex goals into simple, concrete steps is our superpower. We work closely with clients to understand their current situation and guide them through the steps necessary for change.

Our benefits



Work-life balance



Work is only one part of your life, and making time for other things is important – be that your family, friends, or yourself. In this role, you'd be required to be in our London office with the team or with clients for three days a week, leaving you the flexibility to work at different locations and times during the rest of the week, whether that be in the comfort of your own home or collaborating with colleagues in the office.

We are currently working a 9-day fortnight with no loss of pay.

That's every other Friday off, giving you more time back to do the things you love, with the people you love.

Health and wellbeing

Health and wellbeing are fundamental to our ethos and our vision of a better world.

We make sure we're a great place to work through regular feedback with

colleagues and run regular social activities – in person and online – to build and maintain our positive working culture.

We are committed to supporting our team through a range of benefits, from our employee assistance programme to our cycle-to-work scheme.



Professional development

We have a learning culture and help our people to enjoy rewarding careers where they will grow and develop their skills.

We build and share our knowledge through regular staff seminars and offer 10 days of training and development time each year, a training budget for each employee, plus additional support for formal training and study.

Our training pathway means that colleagues always understand and have access to the training they need to progress their career, be they an Analyst or a Head of Department.



An ethical employer



We live our values
in everything we
do.

As well as working from sustainable office space alongside like-minded businesses, your benefits include a 6% employer's ethical pension contribution and 25 days of annual leave, rising by one day for each year you work with us, for up to five years, to 30 days of annual leave.

A music

every moderate

1 OEM

magic

1 member

essentials

obstacles

groups returns
obstacles

Impact, awards & culture



[Read our 2025/26 Impact Review.](#)

Small
team.
Big
impact.

Last year, our **Sustainable Places** team supported **31 local authorities** on their planning and policy work, which will help deliver approximately **29,000 sustainable homes** every year.

We worked **with 4 developers** on projects that could deliver over **5,000 sustainable homes**, as well as over 350,000m² of sustainable commercial or community space.

Our **Sustainable Business** team supported more than

30 organisations to develop and deliver their sustainability strategies, product guidelines and net-zero roadmaps. These businesses collectively employ over **180,000 people, with a total turnover of over £24bn.**

We make our **One Planet Living framework** available to use free of charge for communities, local authorities, businesses, and housebuilders around the world. Today, **7.3 million people across 22 countries and six**

continents are living in or visiting cities and communities that have used One Planet Living.

There are hundreds of One Planet Living projects around the world, and the very best achieve the status of Leader or Global Leader, representing a gold standard in sustainable placemaking. There are now **38 One Planet Living Leaders and Global Leaders.**

30 years. 30+ awards.

Our data geeks have checked, and that's a pretty good ratio.



IMPACT, AWARDS & CULTURE

Epic away days

(Often rainy.
Always brilliant.)



Sustainable offices & hybrid working



We offer flexible and hybrid working to help colleagues embrace the benefits of working from home, while ensuring we have enough time for face-to-face contact and collaboration.

You'll be able to work from our office at [Sustainable Ventures](#) in central London, Europe's largest climate tech ecosystem, offering easy commuting options and a wealth of local amenities on London's South Bank.

We're committed to diversity, equity and inclusion



While others roll back their ambitions, we're upping ours.

We foster a supportive, inclusive workplace where people can be themselves and achieve great things.

We are committed to improving diversity and inclusion within our organisation – and we actively encourage applications from people of a Black, Asian or minority ethnic background. We

want to grow our team with a wealth of diverse ideas, opinions and perspectives and want to hear from you if you believe you can contribute to this.

We also collaborate with others to support industry-wide D&I initiatives. We make sure that the events we organise or take part in are as diverse as possible.

Testimonials

“

glassdoor®
5.0 | ★★★★★

Hannah Scott, Project Manager, 2018-23

I knew from my first day I had joined somewhere special.

Bioregional is a place of immense warmth and creative problem-solving.



Lewis Knight, Director of Sustainable Places, 2013-present

Bioregional really gives you the building blocks. If junior staff members have ideas, they will always be listened to, supported, and actively encouraged.



Joe Pitts-Cunningham, One Planet Living Lead, 2019-23

I guarantee a supportive and passionate set of colleagues.

Bioregional is highly collaborative and friendly, but driven and daring.





How to apply



A photograph of a person in mid-air, jumping off a rocky cliff into a body of water. The person is wearing a green swimsuit. The background shows a clear blue sky and a lush green landscape with trees and rocks.

HOW TO APPLY

Apply by submitting a CV and cover letter, describing why you want the job and what you would bring to the role, to **recruitment@bioregional.com**

Deadline: **9am
Monday 16
November 2026**

If you think this role is right for you, then we would love to hear from you, even if you think you don't meet all the requirements set out previously.

We encourage you to apply for this role as soon as possible, as we will review applications and conduct initial interviews throughout the advertising period and reserve the right to close the advert early should we find the right candidate.

If we close the advert early, the webpage will be updated/removed.

First-round virtual interviews are planned for late November, and second-round interviews will take place in early December at our offices in central London.

Please tell us if you need any adjustments to help you apply or attend an interview.

**We
can't
wait to
hear
from
you**



People-shaped support for planet-sized goals

Hotspot section.
Summary slide → for inputs
(Hotspots) Impacts.

Local material use.
Some from the outdoors, which
County needs. (1)

Grading & finding.
Scene here
Text-heavy - reduce
Landscape

Number sections.

Bricks.
134 -
Swamp - Adequate
130.