# Job Description and Person Specification

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| Job title | Energy Officer |
| Strategic team/Directorate | Place |
| Service | Strategy and Project Management (Planning, Transport and Environment) |
| Business unit | Spatial Planning |
| Responsible to (day to day issues) | Service Manager Strategy and Project Management |
| Accountable to (line manager) | Service Manager Strategy and Project Management |
| Salary grade (spinal column points only) | Grade I |
| JE ref | PLA005 |

# 1. Key purpose of job

* 1. To co-develop, with the corporate contract officer, an effective utilities database/system to record all energy/water consumption data, spend and carbon emissions across the Council
  2. To regularly review energy and water consumption data and carbon emissions across the Council’s estate and to proactively manage and improve performance
  3. To actively source funding to supplement Council funding for energy efficiency and low/zero carbon projects.
  4. Coordinate and commission heat decarbonisations plans and other detailed feasibility studies across the Council’s estate.
  5. To work with Council Officers, TDA and other partners as necessary to develop programmes of energy efficiency and low/zero carbon projects that will accelerate the decarbonisation of the Council’s estate.

# 2. Anticipated outcomes of post

2.1 Accurate and effective management of the Council’s utilities

2.2 Proactive approach to decarbonising the estate in line with the Council’s 2030 carbon neutral target and maintaining that beyond.

2.3 More prudent use of council budgets and greater external funding to support decarbonisation of the estate and corporate assets.

2.4 Support the Council with its carbon neutrality target for 2030.

# 3. List key duties and accountabilities of the post

3.1 To develop, alongside Council Officers and TDA, an effective utilities database/system to record all meter readings and energy and water bills (and associated carbon emissions)

3.2 Regularly monitor and report on utilities data (spend, consumption and carbon emissions) from across the Council’s estate and support Council to rectify any issues through proactive solutions and work with others.

3.3 Presentation of reports and data and proposals to senior officers and councillors as appropriate.

3.4 Working alongside Council Officers and TDA, arrange building heat decarbonisation plans/audits/surveys and develop and implement energy efficiency, low/zero carbon projects, zero/ultra-low emission vehicle projects across the estate to help reduce carbon emissions, energy and water consumption, spend and to achieve the objective of becoming a carbon neutral council by 2030. This will also involve prioritisation of projects to fit current budget allocations and programming of future projects accordingly.

3.5 Regular liaison with the Salix Recycling Fund Relationship Manager and effective management of the Council’s Salix Recycling Fund including implementation of energy efficiency, low/zero carbon projects across the estate.

3.6 To actively source external funding or innovative finance models/other to fund decarbonisation of the estate

3.7 To promote, support and provide advice on decarbonisation solutions and energy efficiency to all services.

3.8 To participate in the Council’s Carbon Neutral (CN) Council Officers Group and ongoing monitoring of the estate focussed decarbonisation actions within the CN Council Action Plan

3.9 Assist in the collation of data for annual greenhouse gas reports

3.10 To support delivery of the utility related actions that are outlined in the Asset Management Plan

3.11 Working alongside Council Officers and TDA, implement and maintain an automatic metering service for the Council’s energy and water supplies or other innovative methods to ensure accurate and robust data and billing

3.12 Assist procurement and contract management team in procuring all future energy and water contracts

3.13 To monitor statutory compliance (including that delivered through TDA) with all relevant utilities legislation including Minimum Energy Efficiency Standards and Display Energy Certificates.

3.14 As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or based at any other establishment

# 4. Budgetary/Financial Responsibilities of the post

4.1 To manage the Council’s £250,000 Salix Recycling Fund

4.2 Working with corporate climate budgets and asset maintenance budgets to advise on most effective, best value spend, to meet the corporate objectives.

# 5. Supervision/Line Management Responsibilities of the post

5.1 None

5.2 The post holder will be expected to lead project teams and to confidently advise and lead conversations and advice given to other Council departments.

5.3 Manage the activities of staff and / or consultants allocated to projects and schemes.

# 6. Working environment and conditions of the post

6.1 This role will be predominantly desk based, with opportunity for hybrid working.

6.2 There is a requirement arising from the nature of the work to carry out audits, surveys, inspections of meters and buildings. This can include work on roofs, lofts, boilers/heating plant, car parks with appropriate PPE provided.

# 7. Physical demands of the post

7.1 The Normal physical effort, including walking distances in excess of 1km, moving around on rough ground, using platforms, moving around construction sites and use of public transport.

7.2 As this role requires building audits, surveys, inspections of meters it may require climbing and bending to reach hard to reach areas of buildings such as roofs, lofts, boiler rooms, car parks.

# 8. Specific resources used by the post

8.1 Financial and utilities software.

# 9. Key contacts and relationships

**External**

* Torbay Development Agency (TDA)
* SWISCo
* Officers in other organisations; regional bodies, utility organisations and government departments
* Suppliers and contractors.
* Politicians

**Internal**

* Elected Members of Torbay Council.
* Climate Emergency Officer
* Carbon Neutral Council Officers’ Group
* Procurement and Commissioning Team
* Payments Team
* Tor Bay Harbour Authority
* Culture Team
* Car Parking Team

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* The post is eligible for hybrid working with requirement for site visits as necessary.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Ability to develop and monitor systems that will manage utility data and carbon emissions from a complex buildings portfolio, and set and achieve reduction targets.
2. Ability to carry out investment grade energy/renewable energy/heat decarbonisation plans/similar on buildings
3. Proven ability to develop business cases and initiate, procure, manage and deliver complex utility/carbon reduction projects, including the recruitment and management of external consultants.
4. Self-motivated, productive, dynamic and innovative.
5. Effective computer literacy skills (MS windows), especially Excel and databases.
6. Sound level of numeracy.
7. Effective analytical skills.
8. Presentation skills, particularly in relation to presenting reports to committees or project boards.
9. Report preparation skills.
10. Communication skills.
11. Able to convey information accurately and clearly in a manner which is clearly understood, appropriate to the audience.
12. Administrative skills, i.e. a thorough organised approach to work with the ability to prioritise and manage workloads
13. A conscientious attitude to work and be able to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail.
14. Effective project management.
15. Contributing successfully to effective team working
16. Manage budgets/recycling funds

### Desirable skills and effectiveness

1. Ability to demonstrate initiative and flexibility.
2. High level of productivity.
3. Innovation and creativity.

## Knowledge

### Essential knowledge

1. Able to demonstrate knowledge of how to collate, monitor and report utility consumption, spend and carbon data
2. Able to demonstrate knowledge of how to audit the energy performance of a building and carry out high-level feasibility for a range of decarbonisation measures such as energy efficiency or renewable energy projects
3. Able to demonstrate knowledge of how to deliver energy, water and carbon emissions reductions projects, including renewable and low carbon heat and power projects, in a large local authority/similar
4. Able to demonstrate knowledge of how to procure external support to carry out decarbonisation plans/audits/surveys.
5. Up to date knowledge of energy related environmental issues

### Desirable knowledge

1. Detailed knowledge of The Energy Performance of Buildings (England and Wales) Regulations and other utility related regulations and experience in ensuring compliance with these regulations.

## Experience and achievements

### Essential experience and achievements

1. Effective management of energy and/or utility databases and monitoring and targeting software systems/similar
2. Management of utilities & successfully liaising with utility companies
3. Development and delivery of energy savings and carbon emissions reductions projects, including renewable and low carbon heat and power projects, in a local authority or similar organisation

### Desirable experience and achievements

1. Experience of developing and implementing estate-wide energy/carbon management plans/similar
2. Experience of developing business cases/applying for internal/external funding to implement new projects

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Educated to degree level in energy management, engineering building services or equivalent.
2. Membership of a relevant professional body, e.g. CIBSE, Institute of Mechanical Engineers, Energy Institute, ISO certification or similar.

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people
2. Ability to travel efficiently around the Bay. Note that travel across the region or UK may also be required occasionally
3. Ability to accommodate out of traditional office hours work where needed for site visits or corporate meetings for example.
4. Ability to accommodate occasional home-working.