# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Energy Officer

Grade:

Reports to: Lead Energy Officer

Responsible for: Energy Efficiency

Directorate and Service area: Regulatory Services

## Purpose of the job

**Insert a paragraph explaining why the job exists**

The post has been created to support the Council’s objectives to reduce C02 emissions from private sector housing stock and reduce the number of fuel poor households living in North Northants, by improving residents’ access to energy efficiency grants. It also contributes to the Council’s Carbon Management Plan and Climate Change Strategy.

## Principal responsibilities

**(Please make these concise and ideally no more than 8)**

1. Assisting to identify fuel poor households and develop data sets to support the development of the Council’s energy projects and associated marketing.
2. Assist in the identification of stakeholders and partner agencies to develop a network of partners that are either in contact with residents identified for target marketing or whose work directly supports the Council’s residential energy performance objectives.
3. Support (in)direct marketing to eligible residents, developing marketing material and social media campaigns with the Council’s Communication Team. Attending resident engagement events to raise awareness of energy efficiency schemes. Arranging joint face to face marketing events with energy partners that may result in instore stands with supermarkets, shopping centres or at community events.
4. Be single point of contact for residents, directing them to the most appropriate grant and supporting their application(s). The postholder will be required to have extensive knowledge of available grants and the various application routes for energy schemes.
5. The Council works with third party suppliers to undertake some of its function in the administration of energy projects. The postholder will be required to work with legal, procurement and the data protection colleagues to ensure all contracts, memorandums of understanding and antiauthority agreements meet the Council’s policies, procedures and legal obligations.
6. Develop and maintain an extensive, well detailed, section on the Council’s website to allow the community to understand our policies and targets around domestic energy.
7. To assist in the regulation of Minimum Energy Efficiency Standards and any associated project work, to develop a strategy for the Council to support landlords to meet the requirements of the anticipated increase of the minimum requirement.
8. Work in partnership with West Northamptonshire Council to develop Northamptonshire wide projects, to support consistent delivery across the county and to attend any other partnership meetings/networking events.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

N/A

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to Level 6 (Degree Level), in any subject. |  |
| Experience and Knowledge | * Project management experience * Experience working in a face-to-face lead environment, sales or resident engagement events. * Knowledge and experience of the Clean Growth Strategy (2017), and/or Energy Company Obligation (ECO). * Knowledge of building design and energy efficiency retrofit options. * An awareness of fossil fuel heating systems and low carbon alternatives. An awareness of the potential barriers to the installation of low carb heating systems, such as conservation areas. | * Experience with a Local Authority in a similar position |
| Ability and Skills | * Spoken English fluency. * Exceptional presentation, oral communication and report writing skills. Able to relate to stakeholders from a wide variety of backgrounds and to communicate complex information in a manner that is easy to understand for a lay person. * Able to assimilate knowledge rapidly, in a rapidly evolving national policy context. * Ability to work on own initiative with minimal supervision. * Able to deal with a diverse and demanding workload. * Computer literate |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * Good understanding of equality issues and acceptance of the Council’s Equalities Policy * Ability to travel effectively to a variety of work-related locations. * Use of own car for travelling to work related locations |  |