

## Job Description

Job Title: **Energy Projects Officer**

POSCODE: CCC1203

Grade: Scale 6

### Overall purpose of the job

To support the delivery of the Council's Corporate Energy Strategy and management of utilities contracts through:

- Working with internal and external asset managers and stakeholders to develop and deliver projects that reduce energy consumption and carbon emissions and generate local renewable energy.
- Positively contributing to initiatives to reduce energy consumption across the Council's assets, thereby reducing energy spend and carbon emissions.
- Managing the day to day administration of electricity, gas and water contracts for the Council's assets.
- Collecting, analysing and reporting energy data from across the Council's property, energy investment projects and schools portfolios.

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p><b>Utilities contracts administration and handling queries</b></p> <p>Liaise with colleagues in Property services and other teams, utility suppliers and buying organisations such as Eastern Shires Purchasing Organisation (ESPO) on utilities supply, metering, billing and general queries.</p> <p>For example, arrange meter exchanges, meter installations, meter reads, adding/removing sites from utilities contracts, support with procurement of electricity, gas, water and related contracts. Review pricing and tariffs.</p>
2.	<p><b>Projects support</b></p> <p>Deliver and support specific projects flowing from the Corporate Energy Strategy or the Climate Change and Environment Strategy, under the guidance of energy and asset managers. (For example, renewable energy generation, energy efficiency and low carbon heating projects on Council buildings or schools). This may involve identifying needs, consulting stakeholders, developing project plans and risk registers, preparing costings, identifying and evaluating options, implementation, monitoring and review of projects.</p> <p>Support with grant applications and grant administration and current/previous/future government support programmes for energy projects, e.g. Public Sector Decarbonisation Scheme, Renewable Heat Incentive, Feed in Tariffs.</p> <p>Support with UK Power Networks applications (electricity supply capacity upgrades) where required for energy projects.</p> <p>Meeting administration (booking dates, setting agendas, taking minutes, tracking actions)</p> <p>Oversee the update of energy performance contracting records (Measurement and Verification) to ensure that the contract management of projects is responsive and provides the relevant information for decisionmakers. Review reports on performance of previous projects.</p> <p>Support the promotion and implementation of community energy projects (such as Solar Together Cambridgeshire, Action on Energy). Including query management, reporting, marketing, communications, invoicing, and meeting administration.</p>

3.	<p><b>Compliance</b></p> <p>Keep up to date with legislation affecting the Energy Investment Unit, most notably the Energy Performance of Buildings Directive (EPBD), which includes the provision of Display Energy Certificates.</p> <p>Support the Energy Manager to ensure the Council's compliance with this legislation, including keeping track of Display Energy Certificates' expiry dates, arranging replacements and ensuring they are displayed at sites where required.</p>
4.	<p><b>Data and monitoring</b></p> <p>Assist with the operation of the SystemsLink Energy Management Database, including managing the collection, storage and retrieval of energy consumption, energy generation and cost data for all County Council properties (including schools – approx. 450 sites).</p> <p>In addition, the manipulation and provision of information and reports from the system, in the appropriate format for a range of audiences to inform decision makers.</p>
5.	<p><b>Research and analysis</b></p> <p>Research good practice, new technologies, policy ideas and innovation which can be incorporated into new projects.</p> <p>Identify government and other grants that can be accessed to help deliver the corporate energy strategy.</p>
6.	<p><b>Communications and customer service</b></p> <p>Provide advice, briefings, case studies and reports for internal and external audiences on the delivery of the corporate energy strategy and action plan projects.</p> <p>Respond to relevant Freedom of Information (FOI) requests.</p> <p>Assist with co-ordination of the communications activity for the Climate Change and Energy Service, including the maintenance of the team's Camweb pages, corporate CCC website presence , , newsletters and campaigns</p> <p>Administrative support to climate and energy policy working groups such as ADEPT.</p>
7.	<p><b>Invoicing and budgets</b></p> <p>Check invoices for payment for works completed on projects and set up and check the invoicing for new and existing loan arrangements for projects.</p>
8.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree standard OR equivalent	Any	Essential
Relevant professional qualifications	Project management or energy/utilities related	Desirable
Clean driving license		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Databases	Understanding / experience of using specialised database software	Desirable
Project management	Knowledge of how to manage projects and contracts	Essential
Internet communications	Knowledge / experience with social media and updating webpages	Desirable
Energy legislation	Knowledge of relevant energy legislation	Desirable
Electricity, gas and water	Good understanding of technical aspects of energy supplies	Desirable
<b>Skills</b>		
Time management	Proven ability to plan and prioritise own workload and deliver to tight timescales.	Essential
Teamwork	Proven ability to work effectively within a small team	Essential
IT	Fully IT proficient, including MS Office packages	Essential
Organisational	Highly organised and motivated, able to progress work under own initiative, with minimum supervision.	Essential
Communication	Ability to communicate effectively in writing and orally to a wide range of audiences	Essential
Data analysis	Ability to manipulate, analyse, interpret and present data for use by specialists and non-specialists	Essential
Customer service	Can demonstrate excellent customer service with ability to handle complex and / or numerous queries	Essential
Partnership working	Ability to build effective working relationships across the County Council and partner organisations	Essential
Problem solving	Problem solving and 'can do' approach to work	Essential
Flexibility	<ul style="list-style-type: none"> <li>Ability to work flexibly</li> </ul> Ability to travel to meetings when required (pool cars are available)	Essential

Experience		
Stakeholder management	Experience in liaising with wide range of colleagues, contractors and other stakeholders	Desirable
Energy management software	Understanding / experience of using SystemsLink database or other energy management or asset management software	Desirable
Projects	Experience of project delivery / co-ordination	Desirable
Public sector work	Experience working in the public sector	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	<del>Fixed</del> —	Hybrid	Field	Remote	Mobile
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