

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Energy Officer

Asset & Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Energy Officer supports the Energy Manager with the effective management of energy contracts to reduce costs and emissions.

The post holder will be responsible for reviewing bills and ensuring their accuracy, upgrading the metering infrastructure, updating our energy system database and reporting on carbon emissions.

The post holder will assist the Energy Manager in preparing business case, procurement documentation and implementing renewable energy and energy efficiency projects.

Accountable to:

Reports to: Energy Manager

Responsibilities:

1. Ensure payment of utilities bill in time to avoid late payment charges.
2. Recharge 3rd parties for utilities consumption in WNC assets and resolve queries from these clients.
3. Take periodic utilities meter readings and share the readings with the suppliers to guarantee that bills reflect actual consumption.
4. Ensure that WNC assets have valid Display Energy Certificates and Recommendation Reports to comply with statutory requirements.
5. Coordinate with the utility suppliers to ensure a successful implementation of the Smart Meters roll out programme in WNC owned assets.
6. Maintain the energy data sets on the energy management software used by Council.
7. Ensure the recording, analysis and use of energy data i.e. energy consumption / carbon emissions, to support decision making and compliance with national reporting regimes (including the statutory reporting of national indicators).
8. Support WNC's energy and carbon reduction programmes and bids for funding, in liaison with the Energy Manager and other key officers.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Evidence of Project Management Skills for energy efficiency projects	Desirable	A, I
Evidence of managing energy accounts	Essential	A, I
Able to demonstrate the ability to integrate management information and produce reports to a senior level.	Essential	I
Able to demonstrate excellent communication (both verbal and written) and numeracy skills for report writing and presentation	Essential	A, I
Able to demonstrate sound logistical and planning skills	Essential	A, I
Evidence of computer literacy including a sound knowledge of tasks, systems, databases etc.	Essential	A, I
Prioritise own workloads and be able to deliver to deadlines	Essential	I
To work within a team environment	Essential	I
Ability to demonstrate awareness / understanding of GDPR	Essential	I

Knowledge:	Essential / Desirable	Measured by
Clear knowledge base relating to energy management and energy efficiency programmes in public buildings	Essential	A, D, I
Up to date knowledge of national carbon management agenda including Climate Emergency and statutory reporting	Essential	A, I
Evidence of computer literacy including a sound knowledge of tasks, systems, databases etc.	Essential	A, I
Able to prepare external funding bids	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of managing energy accounts	Essential	A, I
Evidence of managing direct supplier or customer contact and dealing with complex situations.	Desirable	A, I
Experience and understanding of energy efficiency projects	Desirable	A, I
Experience of Project Management	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Undergraduate level qualification or equivalent professional qualification in an area relevant to energy management, engineering, environmental management, or similar	Essential	A, I, D
Professional certification in energy management systems such as ISO50001	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Job family & salary band:	Operations and Infrastructure 5	Worker type:	Part Flexible
People management responsibility:	N/A	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role requires visiting different locations in West Northamptonshire to arrange surveys, meet with contractors, plan works and read meters. Therefore, the individual must be able to attend multiple occasions on a specific day and have access to a facility to meet this requirement e.g. a car.

This role has been identified as part flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be for the majority of time.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H	High Performing	We get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	We respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	We encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	We believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

