

Job Description

Job Title: Community Energy Development Officer

Grade: SO2

Overall purpose of the job

To progress the Council's Net Zero strategic objectives by supporting communities to develop and implement community energy projects in line with the Council's objectives on community action in the energy transition

Main accountabilities

1.	<p>Support community energy capacity building in Cambridgeshire</p> <p>Engage with Cambridgeshire community energy groups to support them to build capacity to develop and deliver their projects. Support them on assessing project opportunities, building their project development skills including access to feasibility study funding, planning, negotiating Power Purchase Agreements, establishing Energy Local Clubs (or similar), raising finance, procurement, works contracting, project implementation and operation and maintenance contracting.</p> <p>Work with community energy groups to identify their needs, provide appropriate support (where the Council is best placed to support) and add value to the project development process. Analyse different datasets and geospatially mapped information to present opportunities and constraints for different types of technologies.</p> <p>Analyse the projected energy generation and financial performance of projects to help community groups understand key performance factors that are essential for a project to be financially viable. Develop step by step guidance for Community Energy groups on how to assess, develop and deliver key types of project such as rooftop solar photovoltaics, solar farms, wind turbines, electric vehicle charging, heat pumps etc directing them to existing best practice community energy sector guidance for the detail.</p> <p>Research and keep up to date with the latest available guidance and advice on Community Energy project development and government policy, as well as signposting community energy groups to relevant sources of advice.</p> <p>Engage with stakeholders in community groups and within the Council and other organisations, as appropriate to facilitate project progress.</p>
2.	<p>Promote Domestic Energy Efficiency & Renewables</p> <p>Work with District and City Councils via the Cambridgeshire Energy Retrofit Partnership (CERP) and Action on Energy Cambridgeshire branding support communities to raise local awareness of central Government grant funding.</p> <p>Develop marketing materials for use by communities and agree these with CERP, internal communications and communities teams. Track and report on marketing</p>

	<p>activity by communities e.g. number of residents engaged, number of referrals to government programmes, number of installations.</p> <p>Support communities interested in developing neighbourhood retrofit initiatives drawing on the above mentioned funding and potentially using Action on Energy contractors for self funding residents to simplify procurement and increase resident confidence in installers. Produce step by step guidance on how a community could set up their own neighbourhood retrofit scheme.</p> <p>Design and deliver a proportionate Communications campaign targeting private landlords to make them aware of and promote their uptake of Local Authority Retrofit Scheme grant funding.</p>
3.	<p>Engagement with Regional and National Community Energy</p> <p>Engage with regional and national stakeholders in the community energy sector, to stay abreast of relevant developments. Identify opportunities for Cambridgeshire and share experience from Cambridgeshire groups, with a view to support significant scale up of community energy projects in Cambridgeshire.</p>
4.	<p>Budget Management</p> <p>Manage a budget for feasibility studies and consultancy in order to support development of Community Energy projects.</p> <p>Procure consultancy and studies, as required, in line with public sector procurement principles.</p> <p>Assess applications for match funding for feasibility and development studies in order to ensure best value for money for the Council in terms of carbon savings, community bill savings or other community benefit and overall financial viability.</p> <p>Manage repayment of feasibility funding by projects that have secured investment for construction in order to recycle this funding for further projects.</p>
5.	<p>Education & Awareness Raising</p> <p>Working with Communities team colleagues, develop and deliver a programme of educational and awareness raising activities on decarbonisation of local energy infrastructure and behaviour change to reduce demand.</p> <p>Organise and present at workshops with community energy groups and other stakeholders.</p>
6.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>
7.	<p>Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.</p>

Person Specification

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
Degree level education or equivalent (Key Skill Level 4) - Bachelor's degree, HND NVQ level 5	Any	Desirable
Degree level, Professional or Post-graduate qualification	Energy, environment, sustainable development or other technical field	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
UK Energy system.	Knowledge of how the UK Energy system works including distribution networks and energy pricing.	Desirable
Renewable Energy Technologies.	Knowledge of heat pumps, solar PV and wind turbines and a building and community energy asset level.	Essential
Project Management	Working knowledge of project management tools and techniques including Gantt charts, risk registers, issues logs.	Essential
Community energy sector	Knowledge of how the UK community energy sector works	Desirable
Planning	Understanding of planning law and permitted development rights as they relate to renewable energy	Desirable
Skills		
Numerical analysis	An ability to conduct high level techno-economic calculations on project viability and to QA more detailed analysis from external contractors and consultants.	Essential
Communication	Excellent written and verbal communication skills. Ability to tailor communication to a wide range of stakeholders including members of the public, community energy groups, consultants, contractors, senior managers and Council members.	Essential

Stakeholder relationship management	Ability to foster and maintain positive working relationships with a diverse range of internal and external stakeholders including residents, consultants, landowners, District Councils etc.	Essential
Project management	Ability to confidently apply project management principles, tools and techniques	Desirable
Experience		
Grant management	Experience of leading on applying for Government grants and administering these e.g. grant claims, tracking spend, monthly reporting etc	Desirable
Project Development	Experience of leading on the development of a construction or energy project (building scale or larger) including business case development, obtaining pre-construction approvals and contracting for works, from either the contractor or client side.	Desirable
Construction	Experience of managing a construction or installation project from signature of works contracts to completion, either from the contractor or client side.	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

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)	<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Hybrid	<input type="checkbox"/> Field	<input type="checkbox"/> Remote	<input type="checkbox"/> Mobile
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