

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Energy Manager

Assets & Environment

Place, Economy & Environment Directorate

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.



West
Northamptonshire
Council

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.

Purpose and impact:

To be the Council's principal expert on energy provision and management, leading work on effectively securing and managing energy for the Council and its partners, and on the development and implementation of programmes and strategies that will support the Council with achieving its objectives.

You will work closely with officers, contractors, stakeholders and elected members to ensure that the highest standards are achieved within the constraints of time and budget.

Accountable to:

This role is accountable to the Head of Facilities Management. The role sits within the Facilities Management service of Place & Assets, part of the Place, Economy & Environment Directorate of West Northamptonshire Council.

Responsibilities:

This role includes the responsibilities listed below:

1. Lead and direct the Energy team, overseeing the strategic work plan to ensure that services are proactively and collaboratively delivered on behalf of the Council and relevant partners e.g. Northamptonshire Children's Trust.
2. Establish appropriate project management and reporting arrangements, including regular reports and briefings for key staff, senior officers and Members to ensure that the programme is progressed and implemented according to agreed agendas and targets and within agreed budgets and timescales. Monitor and report on key environmental data to support performance management, decision making and target setting.
3. Manage Council's utilities contracts to ensure compliance and effectiveness. This includes:
 - 3.1 Procuring and managing contracts that will achieve best value and supporting the Council to reduce its emissions to mitigate against the impact of climate change.
 - 3.2 Plan, monitor, regulate and manage energy use in Council's estate.
 - 3.3 Ensure that the Council is adopting best practice and complying with its statutory and regulatory roles.
 - 3.4 Setting and managing yearly utilities budgets.
 - 3.5 Ensuring all bills are processed on time to avoid penalties, and third parties are recharged for their share of utilities consumption.
4. Manage the Council's Estate Climate Strategy. This includes:
 - 4.1 Monitoring, reviewing and updating the Strategy and associated action plan to ensure they are fit for purpose and that appropriate progress is being made against delivery aims. Sustain a team and working environment capable of meeting the programme objectives.
 - 4.2 Developing, project managing and implementing energy efficiency programmes to help the Council achieve energy savings, decarbonise estate and meet budget requirements.
 - 4.3 Supporting the design and the delivery of the large-scale PV and BESS (Battery Energy Storage System) programme and the operation of the infrastructure to help the Council with reducing utility costs and/or generating income while producing REGOs (Renewable Energy Guarantee of Origin) that can be used to offset Council's carbon emissions.

- 4.4 Identifying and supporting the Council with implementing other carbon offsetting activities.
 - 4.5 Developing high-quality bids to secure funding to fund some of these activities and manage their implementation.
 - 4.6 Provide specific expertise on energy and carbon management, in relation to design, adaptation to climate change, and other emerging agendas ensuring that officers of the Council are well informed on latest developments in this regard.
- 5. Develop, maintain, implement and monitor an energy management system (EnMS) to ISO50001:2011 for the Council in order to ensure compliance, identify and evaluate risks and achieve continuous improvement in energy management.
 - 6. 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.
 - 7. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other people. Actively challenge and seek to eliminate any inappropriate 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
Well-developed policy development skills.	Essential	A, I, P
Coordination, liaison, and the ability to plan and monitor progress of policy interventions.	Essential	A, I
Able to demonstrate excellent writing and numeracy skills for analysis and report writing and presentation to different audiences.	Essential	A, I
Communication, with the ability to represent the service and Council at challenging meetings, with integrity and confidence.	Essential	A, I
Able to demonstrate higher level thinking skills, in order to think through issues, make connections and establish solutions which draw on the bigger picture view of infrastructure deployment.	Essential	A, I
Ability to successfully procure and manage large scale commercial contracts.	Essential	A, I, P
Ability to develop and manage renewable energy and energy efficiency projects.	Essential	A,I
Ability to work in a team environment.	Essential	A, I
Ability to lead a team and/or contractors.	Essential	A, I
Ability to travel to different locations.	Essential	A, I
Demonstrate effective use of Office 365 tools (including Word, Excel, Teams, OneDrive, etc.) or ability and willingness to undertake quickly develop such skills.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Clear knowledge base relating to project managing the delivery of infrastructure projects in a similar field such as renewable energy and energy efficiency.	Essential	A, I
Awareness of issues in delivery of infrastructure projects in a similar field such as renewable energy and energy efficiency for example.	Essential	A, I
Detailed knowledge of Energy Management Systems that are compliant with ISO50001:2011.	Essential	A, I
Knowledge of the principles and practice of procuring and managing large scale commercial contracts.	Essential	A, I, D
Knowledge about implementing carbon offsetting techniques.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of procuring large-scale commercial contracts.	Essential	A, I
Experience of project management in delivery of infrastructure projects.	Essential	A, I, P, D
Experience of budget management.	Essential	A, I
Experience of developing large funding applications.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Graduate level qualification or equivalent professional qualification (or relevant proven experience) in energy management.	Essential	A, D
Chartered membership of a relevant professional body such as the Energy Institute.	Desirable	A, D
Contract management certification.	Desirable	A, D
Project management certification.	Desirable	A, 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:

Hours:	37 per week	Primary work base:	One Angel Square
Job family band:	Regulatory and Technical – WNC Band 9	Worker type:	Part Flexible
Salary range:		Budget responsibility:	Circa £6m revenue and £10m capital
People management responsibility:	Yes		

Working conditions & how we work:

This role requires visiting different locations in West Northamptonshire or in the country to visit assets, meet with contractors, plan works, and monitor the delivery of projects.

This role has been identified as a part-flexible worker type; this means that you will be able to work from other work locations as well as your primary work base location.

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.

