

Job Description and Person Specification

Job details

Job title:	Energy Officer
Grade:	NNCBAND06
Reports to:	Head of Private Sector Housing
Responsible for:	Energy Efficiency in the private housing sector and the project management of various energy grant schemes.
Directorate and Service area:	Regulatory Services

Purpose of the job

The post has been created to support the Council's objectives to reduce CO2 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

1. Identifying fuel poor households and develop data sets to support the development of the Council's energy projects and associated marketing, to effectively alleviate fuel poverty.
2. Project management of energy efficiency grant schemes with external stakeholders, with full responsibility of all procurement and legal requirements, including the production of assessments needed under CIA, DPIA and ESA/EIA. The postholder will be required to work with legal, procurement and data protection colleagues to ensure all contracts, memorandums of understanding and antiauthority agreements meet the Council's policies, procedures and legal obligations.
3. To work with third party suppliers and contractors to undertake some of its function in the administration of energy projects.
4. 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.
5. 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.
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. Undertake learning and development as agreed in probationary reviews, personal development reviews or any such framework in order to meet corporate, service and individual targets. The post-holder must be prepared to gain, additional relevant technical qualifications as the demands of the service may require and will be expected to have a professional approach to the furtherance of his/her knowledge in all areas of the Council's work and to promote personal and professional development.
4. Act as a service representative on relevant working groups, as directed by the PSH manager.
5. Ensure that feedback from customers is relayed to a PSH manager.
6. Ensure that the website and intranet are kept up to date by providing information to content editors.
7. Ensure that newsworthy events and achievements within the postholder's remit are brought to the attention of the manager.
8. The post holder must be willing to travel, must hold a valid, current UK driving licence and provide their own car.
9. This job description is not intended to be inclusive nor exhaustive. The Council reserves the right to vary the duties within the responsibility of the grade of the post and the post-holder's qualifications and experience in the light of changed circumstances. The post-holder will be required to adapt him/herself to changing situations and be prepared to keep abreast of all new developments affecting his/her duties.

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

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to Level 6 (Degree Level), in any subject. Minimum of 5 GCSE's including Maths and English (grade C or above)	
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	Able to analyse technical and financial information and make sound judgements Able to problem solve and develop appropriate solutions. Able to work with a multi-disciplinary team and manage/prioritise own workload. Ability to work to tight deadlines and be flexible in work approaches. Demonstrate excellent communication skills level of written and oral communication and IT user skill. Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners. Ability and willingness to travel around the county, including at short notice.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Demonstrate an understanding of the safe working practices that apply to this role. Full driving licence and access to a car for work or ability to travel throughout NNC. Willing to work outside normal office hours as required.	