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| ***Title***  **Energy Management Officer** | ***Department***  **Place** | | ***Post Ref.***  **ER/0610/AF** |
| ***Job Purpose***  To provide a value for money energy efficiency and carbon management service to the council and partners/stakeholders through the giving of professional advice and the management of relevant contracts and projects. | | | |
| ***Key Responsibilities***   1. Procurement, proactive management and monitoring of energy/fuel/water contracts in order to minimise cost to the County Council and partners/stakeholders 2. Ensure the council meets its statutory obligations in respect or carbon management and energy efficiency 3. Comply with appropriate financial reporting standards and regulations and EU procurement rules 4. Utilise appropriate systems and processes to produce relevant management information and statutory returns 5. Assess and advise on opportunities to deliver energy savings and carbon emission reductions in County Council buildings 6. Identify and secure funding sources to deliver energy savings and carbon emission reductions 7. Administer and monitor funding programmes as necessary 8. Development and delivery of policies, strategies and projects to minimise the Council's carbon impacts and associated costs 9. Work with partners and stakeholders to identify and disseminate best practice 10. Produce reports and briefings for County Councillors and senior officers as required | | ***Key Accountabilities***   1. Minimise the energy costs of the County Council and schools 2. Reduce the County Council's carbon impact 3. Ensure the County Council meets its statutory obligations in respect of energy and carbon management | |
| **The post holder will perform any duty or task that is appropriate for the role described** | | | |

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| ***Person Specification*** | |
| ***Education and Knowledge***   1. Appropriate technical and/or professional qualification or equivalent experience 2. Evidence of continuous professional development 3. An understanding of legislation, guidance and good practice relating to energy and carbon management 4. Developing and managing services in a comparable environment 5. Contemporary technologies relating to energy and carbon management 6. Sustainable design processes 7. Relevant policies on energy and carbon management 8. Knowledge and understanding of financial planning, performance, risk and service management 9. Understanding of the implications of public sector funding and accounting 10. Knowledge of the principles and practice of people, performance, risk and service management | ***Personal skills and general competencies***   1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. |
| ***Experience***   1. Devising and implementing strategies and projects to support service delivery in a comparable environment 2. Marketing and media relations in respect of environmental issues 3. Presenting and promoting complex ideas 4. Handling diverse and competing priorities within a constantly changing and politically sensitive environment 5. Energy and carbon management in a customer focussed and commercial environment 6. Service planning and resource management 7. Managing complex projects, including financial, human and physical resources |
| ***Role Dimensions***   1. Responsible for manging energy/fuel/water contracts and devising and implementing energy management and carbon reduction policies and strategies 2. Appropriate budgets as allocated from time to time within the overall energy revenue budget of £15m 3. No direct reports but management of internal and external resources and necessary consultants as required to achieve desired outcomes | |

Date 5/02/13