



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 <ol style="list-style-type: none">1. Procurement, proactive management and monitoring of energy/fuel/water contracts in order to minimise cost to the County Council and partners/stakeholders2. Ensure the council meets its statutory obligations in respect or carbon management and energy efficiency3. Comply with appropriate financial reporting standards and regulations and EU procurement rules4. Utilise appropriate systems and processes to produce relevant management information and statutory returns5. Assess and advise on opportunities to deliver energy savings and carbon emission reductions in County Council buildings6. Identify and secure funding sources to deliver energy savings and carbon emission reductions7. Administer and monitor funding programmes as necessary8. Development and delivery of policies, strategies and projects to minimise the Council's carbon impacts and associated costs9. Work with partners and stakeholders to identify and disseminate best practice10. Produce reports and briefings for County Councillors and senior officers as required		Key Accountabilities <ol style="list-style-type: none">1. Minimise the energy costs of the County Council and schools2. Reduce the County Council's carbon impact3. 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		

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

Experience

15. Devising and implementing strategies and projects to support service delivery in a comparable environment
16. Marketing and media relations in respect of environmental issues
17. Presenting and promoting complex ideas
18. Handling diverse and competing priorities within a constantly changing and politically sensitive environment
19. Energy and carbon management in a customer focussed and commercial environment
20. Service planning and resource management
21. Managing complex projects, including financial, human and physical resources

Personal skills and general competencies

11. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
12. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers
13. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
14. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

- 22. Responsible for managing energy/fuel/water contracts and devising and implementing energy management and carbon reduction policies and strategies
- 23. Appropriate budgets as allocated from time to time within the overall energy revenue budget of £15m
- 24. No direct reports but management of internal and external resources and necessary consultants as required to achieve desired outcomes

Date 5/02/13