



# South Tyneside Council

## ECONOMIC REGENERATION

### JOB DESCRIPTION

**POST TITLE:** Energy Conservation and Strategy Officer

**GRADE:** Band 8

**RESPONSIBLE TO:** Construction and Technical Services Manager

**RESPONSIBLE FOR:** Provision of Comprehensive Energy Conservation and Management Service

### Overall Objectives of the Post

To assist the Council to meet its energy efficiency targets and its targets for the reduction of carbon emissions. To assist the Council in developing a comprehensive Energy Awareness Campaign across the Council to support reductions in energy and water consumption. To provide advice on energy related issues and support the Construction and Technical Services Manager in the development and promotion of the Council's long term energy conservation strategies.

### Key Tasks of the Post

1. ***You will be required to take responsibility for the development and implementation of an Energy Conservation Strategy and supporting policies (including the Carbon Reduction Commitment) for the Council and prepare strategic recommendations for senior management and develop a monitoring system for measuring performance and progress of the Energy Conservation Strategy. You will:***
  - Take responsibility for researching current and proposed legislative requirements relating to energy conservation and sustainable development, and for advising senior management on the implications of these requirements, along with proposed actions for compliance.
  - Establish and maintain programmes for the purpose of helping the Council improve energy consumption levels and identify additional opportunities to further improve energy usage and water consumption levels. Develop capital and repair projects for energy savings measures that have a measurable return of investment.
  - Develop programs to implement the aims and objectives of national and European strategies and policies, such as EU directives on energy performance and emissions, designed to reduce energy consumption; monitor and review the effectiveness of these policies and strategies, including co-ordinating annual progress reports.
  - Promote the use of domestic and community building scale sustainable and renewable sources of energy, including advising on funding sources and Government schemes such as Feed-in-Tariffs and Renewable Heat Incentives.
  - Prepare guidance on climate change matters as they impact on planning policy for inclusion in the local development framework and advise senior management of implications.
  - Take responsibility for the accurate production of the Council's Carbon production figures and the accurate and timely submission of CRC returns; as well as providing reports and briefings to senior management as appropriate.

- Maintain and update, as necessary, the Council's energy conservation toolkit.
- Keep under review new developments in the relevant field of professional expertise, to develop links with other agencies working in energy conservation and make periodic recommendations to senior management.

**2. *You will be responsible for delivering an energy efficient property portfolio. You will:***

- Source suitable funding avenues for both energy conservation measures and sustainable technologies, match these with potential projects within Council buildings, and manage subsequent applications for funding as appropriate. Develop a monitoring system for ensuring such funding is effectively used to assist with the Council's requirement of minimising energy usage.
- Liaise with and provide technical support to in-house and external design consultants on new and refurbishment projects on sustainability, energy and water conservation matters. Assist in preparing specifications, drawings and tender documents.
- Assist in preparing briefs for external consultants and developers.
- Take responsibility for overseeing the operation and correct utilisation of the Council's Building Management systems.

**3. *You will be responsible for representing the Authority on working groups and member organisations. You will:***

- Represent the service and the Authority on the Local Agenda 21 Environment and Co-ordinating Group.
- Organise and represent the service at seminars and meetings, both internally and with external organisations including representing the Authority at meetings of NEPO.
- Represent Asset Management on the Local Strategic Partnership Environment Group and other similar groups determining environmental policy within the area.

**3. *You will ensure the Council's commitment to energy conservation is continued and improved. You will:***

- Be responsible for the workload and day to day supervision of staff, as and when required.
- Investigate and implement methods of reducing water and energy costs, through tariff negotiations, water sewage allowances, the review of meter sizes and the implementation of remote meter reading technology.
- Prepare and present reports to the Council's senior management, Scrutiny Committee and other Council Committees on energy conservation related projects.
- Be responsible for the energy and water elements of the Greening the Council strategy in terms of development and delivery.
- Promote energy efficiency and renewable technologies in the Borough for the Council, its partners and the private sector.
- Oversee the implementation of the carbon management strategy and action plan including the administration of the Invest to Save Programme and manage the overall Carbon Trust capital works programme.

**4. *You will be responsible for ensuring the effective monitoring and targeting of the Council's energy use. You will:***

- Monitor performance and take measures to meet our energy and water related objectives for Local Agenda 21 and other recognised benchmarks.

- Participate in the commissioning of new and renovated facilities for the purpose of ensuring the Automatic Controls and BMS systems are installed and operating correctly and as designed.
- Liaise with in-house and external consultants and multi-disciplined contractors to assist in specifying automatic controls and BMS systems.
- Regularly undertake energy surveys/site inspections to determine maintenance, servicing and investment needs, liaising with other Council colleagues and building users.
- Carry out office based and on-site checks using diagnostic/programming equipment and arrange planned and reactive maintenance to manage building performance and to improve energy efficiency and water consumption.

**5. *You will be responsible for promoting energy conservation and efficiency to client groups, building managers and Head Teachers. You will:***

- Use appropriate energy management systems, monitor energy and water use in Council buildings and schools and produce reports and recommendations for energy conservation measures.
- Organise and carry out energy audits of Council buildings and schools.
- Liaise with and give advice to Council services, schools and other relevant establishments on energy management issues and problems.
- Provide advice on water and energy efficiency to ensure good practice in new buildings and refurbishment schemes.

**6. *You will be responsible for ensuring energy and water is used effectively. You will:***

- Promote and raise awareness of energy and water management issues throughout the Borough.
- Receive and respond to requests for amendments to programme heating times and other heating/energy related problems as necessary.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: MK/KDS

Date: 13/12/2017