



## South Tyneside Council

### ECONOMIC REGENERATION

#### PERSON SPECIFICATION

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

**GRADE:** Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"><li>• Higher National Diploma or equivalent in Building Services or related subject</li><li>• Member of a relevant professional association or institute</li></ul>	<ul style="list-style-type: none"><li>• Higher degree, degree level or working towards a degree or diploma</li><li>• Post Graduate Award in Energy Management</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Certificates</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of managing a capital budget and applying for external funding sources</li><li>• Experience of BMS software, its use and management</li><li>• Experience of budget monitoring and reporting procedures</li><li>• Experience of the energy conservation/management agenda</li></ul>	<ul style="list-style-type: none"><li>• Relevant experience of working in the public sector</li><li>• Experience of undertaking energy audits</li><li>• Experience of team working</li><li>• Experience of preparing bids for external funding</li><li>• Experience of monitoring and targeting software</li><li>• Experience of project management</li><li>• Experience of energy billing and monitoring software</li><li>• Significant experience of working within the public sector</li><li>• Experience of monitoring and managing energy conservation capital projects</li><li>• Experience of representing employers interests in a group setting</li><li>• Experience of developing, manipulating and interpreting spreadsheets</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li><li>• Presentation</li></ul>

<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Knowledge of the Council's energy conservation agenda and the wider energy conservation agenda</li> <li>• Able to use a wide range of IT packages including (but not limited to) Microsoft Office applications and databases</li> <li>• Able to identify key issues and problem solve</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team</li> <li>• Able to organise own workload and workload of support staff</li> <li>• Proactive and customer focussed</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> <li>• Basic clearance from Disclosure Scotland</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Disclosure Check</li> </ul>