**1. POST TITLE:** Low Carbon Funding and Projects Officer

**2. POST NUMBER:**

**3. GRADE:** Grade 9

Job Evaluation Ref. No. N10027

1. **LOCATION:** Your normal place of work will be County Hall, Durham. However; you may

be required to work at any council workplace within County Durham.

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post sits within the Low Carbon Economy Team and is directly accountable to the Low Carbon Economy Team Leader. The duties and responsibilities of the post demand significant interaction with European project partners and with internal and external stakeholders of DCC, especially business and academic partners in the low carbon sector.

1. **DESCRIPTION OF ROLE:**

To work as part of the Low Carbon Economy Team with lead responsibility for the management of two Interreg Europe sustainable energy projects, REBUS and LOCARBO. To oversee the performance of these programmes, trouble-shoot problems that arise and ensure effective project outcomes. To assist in identifying and developing new opportunities for low carbon economic growth and provide specialist technical expertise on energy and low carbon.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* + - To lead and manage the programme of delivery for LoCARBO, REBUS and other European projects, linking them with wider DCC initiatives where feasible.
    - To monitor legislative requirements under ERDF INTERREG Europe Programme requirements, maintain an accurate database and ensure project compliance, meeting all deadlines and ensuring effective project outcomes.
    - To collate and accurately report performance to project partners, stakeholders, the European Commission, national Government and to the corporate authority.
    - To facilitate the production of Good Practice reports, collaboration documents and Project Action Plans for funded European projects
    - To support the provision of high quality, accessible advice on REBUS and LOCARBO and other specialist low carbon initiatives to a range of different audiences via websites, publications, campaigns, social media and other publicity materials
    - To align closely to the European Structural and Investment Fund (ESIF) ERDF Programme, especially Priority Axis 4, Low Carbon Growth, as the key policy instrument for the REBUS and LOCARBO projects

* + - To identify new, innovative projects that will reduce carbon emissions and attract European and other low carbon funding and to put forward a business case to enable investment
* To provide specialist, technical advice on energy and low carbon to internal and external stakeholders, especially those in the business and industrial sector and in further education and academia
* To undertake energy assessments, energy management, monitoring and reporting for low carbon projects and initiatives as appropriate
* To explore energy markets and identify external funding sources and income generation opportunities applicable to the Low Carbon Team including European Structural Funds, transnational and other funding sources and new Government and commercial opportunities
* To develop and facilitate collaborative working opportunities on low carbon and sustainable growth with partner organisations, especially SMEs, academic institutions, major employers and service providers, statutory agencies and funding organisations
* Through continuous professional development, keep up to date with relevant developments in energy technology, energy management, energy policy and legislation

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

1. **COMMON DUTIES AND RESPONSIBILITIES:**

* 1. **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

* 1. **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

* 1. **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

* 1. **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

* 1. **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

* 1. **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

* 1. **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

* 1. **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment

is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council.

* 1. **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

* 1. **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification – Low Carbon Funding and Projects Officer (Grade 9)**

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|  | | | **Essential** | | | **Desirable** | **Method of Assessment** |
| **Qualification** | | | Qualified to degree level or equivalent in a related subject | | | Post-graduate qualification in a related discipline  Membership of a relevant professional body | Application form  Selection Process  Pre-employment checks |
| **Experience** | | | Technical experience in Energy Reduction and Low Carbon technologies  Experience of managing European funded and low carbon projects  Experience of project development and implementation  Experience of cross-sectoral partnership working    Experience of low carbon good practice assessment processes | | | Experience of conducting building energy efficiency surveys  Experience of collating, analysing and reporting complex energy data  Experience of producing reports and guidance  Documents  Experience of energy/carbon auditing in the commercial sector | Application form  Selection Process  Pre-employment checks |
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| **Skills /**  **Knowledge** | | | | Excellent understanding of project management processes    Good understanding of renewable energy and energy efficiency issues  Ability to organise, manage and prioritise full and varied workloads to meet deadlines as necessary    Excellent written and verbal communication skills | | Good IT skills, especially spreadsheet management    Knowledge of energy and climate change issues    Good customer relations skills across all sectors  Good understanding of energy use in buildings | Application form  Selection Process Pre-employment checks |
| **Personal Qualities** | | | | Ability to work using own initiative and as part of a team with a commitment to partnership working    Excellent communicator | | Enthusiasm for energy reduction and tackling climate change | Application form  Selection Process Pre-employment checks |
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