

JOB DESCRIPTION

Post Title: Energy Systems Officer		Director/Service/Sector; Commercial Energy Team		Office Use
Band: 5		Workplace: County Hall		JE ref: 3117 HRMS ref:
Responsible to: Sustainability and Procurement Policy Officer		Date: January 2015	Manager Level:	
Job Purpose: To provide comprehensive professional support to staff in the provision of analysed and validated information through careful development and maintenance of Energy Management Software, Systemlink. Utilise and present information from the Energy Management Software in an appropriate manner to inform budgets, business cases, Stakeholders and central government reporting.				
Resources	Staff	May act as mentor/supervisor for professional trainee and technical support staff on particular projects. Contribute to programming and managing the workload of the unit. Supervision of sub-consultants and external contractors.		
	Finance	Responsible for the accurate production and management of data to inform budget setting and monitoring. Contribute to income generation for the Commercial Team. Managing validating and approving billing worth circa £10 Million annually for payment.		
	Physical	Develop, manage and maintain relevant databases, registers and business systems that support the effective operation of the unit. Maximise the effectiveness of current Energy Management Systems and ensure maximum dividends from their utilisation.		
	Clients	Members, schools, business units, senior management and other stakeholders as well as reporting to central government agencies for statutory compliance.		
Duties and key result areas:				
1. Careful validation and approval of utility invoices for payment, ensuring accuracy of meter reading data is reflected within the billing, validate the costs of the utilities against the contracts negotiated by procurement.				
2. Flag any validation issues to the appropriate supplier and manage the process to ensure billing errors are corrected and credits are applied correctly to the accounts.				
3. Reissue invoices to private organisations who share utility meters with public buildings. Chase debts and manage queries resulting from these invoices.				
4. Requesting meter readings and passing them to the correct utility provider to ensure billing is based on actual readings rather than estimated meter readings.				
5. Manage the contracts with the framework providers and utility providers ensuring they meet their contract obligations.				
6. Advise the procurement department during retendering of energy contracts and contracts for framework providers.				
7. Manage the framework provider ensuring the procurement activities undertaken are value for money, benchmarking performance throughout the financial year against market trends.				
8. Manage the implementation, data population and analysis of utility usage and spend data via the Energy Management Software (Systemlink)				
9. Utilise the information from the Energy Management Software to inform future budget setting and track performance against current budgets.				
10. Run management reports on utility data from the Energy Management Software and interpret the information, using this in reports and proposals which will need to be tailored to the relevant audiences, including but not limited to; Senior Management, Members, The Public, Schools, Management Accounts, FOI requests and other stakeholders.				
11. Provide assistance to the Energy Project Officer developing analytical tools and methodologies to accurately forecast savings expected from energy reduction/generation programs.				
12. To provide professional technical and financial advice to MP's, Elected Council Members, Area Committees, Senior Managers and users regarding delivery of specific construction projects, studies, research or investigation				
13. To assist senior professionals with financial and project management and monitoring for individual projects and contracts including those promoted by other departments and external clients				
14. To assist in the development of the schools SLA and promoting sign up from the schools.				
15. Manage billing and annual report information, requesting annual statements from our utility suppliers as required to evidence Carbon Reduction Commitments (CRC).				

16. Utilise stored energy information to complete Carbon Reduction Commitment (CRC) annual return as subsequent surrendering of allowances.
17. Provide energy information necessary to contractors to complete Energy Display Certificates (DECs)
18. Assist property services in managing the upgrading and installing of new meters (Electric, Gas and Water) throughout the estate.
19. Provide assistance and information to property services to assist the removing of required meters throughout the estate.
20. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.
21. To contribute fully to the planning, delivery, monitoring and recording the outcomes of the team's service plan
22. To adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services
23. Other duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Involves travel to work sites and area offices throughout the County and further afield on occasion.

Normal office hours with some evening and week-end meetings. Flexi-hours scheme applies.

Some exposure to working outdoors.

PERSON SPECIFICATION

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Essential	Desirable		Assess by
Knowledge and Qualifications			
Degree level or equivalent standard of general education Understanding of relevant legislation, regulations and best practice. Awareness of the Energy markets, renewable and energy reducing technology and understand how they can impact the Council. Knowledge of climate change and the commitments made by local, national and European government. Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development.		Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience			
Recent experience in a relevant context and service. Excellent ICT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems.		Experience of integrating and developing an Energy System and providing information based on systems information. Experience of managing subcontractors and working with diverse supply bases.	
Skills and competencies			
Effective IT skills and able to use ITC to achieve work objectives. Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.		Use and development of Systemslink.	
Physical, mental and emotional demands			

Regular use of Display Screen Equipment. Normally works from a seated position with some need to <i>move around</i> , bend or carry items. Need to maintain general awareness with lengthy periods of concentration. Some contact with public/clients in dispute with the County Council.		
Motivation		
Positive, enthusiastic and motivated to deliver in a challenging and changing environment A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits