

Northumberland County Council

JOB DESCRIPTION

Post Title:	Energy Contracts Manager	Director/Service/Sector: Shared Procurement Services Commercial Team		Office Use
Band:	8	Workplace: County Hall		JE ref: 1937
Responsible to: Commercial Team Manager		Date: February 2018	Manager Level: -	HRMS ref:
Job Purpose: To manage the corporate utility/energy (gas, water, electricity, oil, coal) contracts on behalf of the Council To provide energy and sustainability advice to individual establishments and to assist in the preparation and project management of energy policies and programmes.				
Resources	Staff	Directs and oversees the work of the energy administrator		
	Financial	Direct overall responsibility for the contract management of the corporate utility/energy (gas, electricity, water, oil, coal) budgets amounting to circa £12 million annually. Effectively manage utility contracts with utility companies.		
	Physical	Ensure careful use of allocated tools and equipment.		
	Clients	Council, Northumberland Schools and Active Northumberland consumers/utility budget holders		
Duties and key result areas:				
<div>1. Responsible for the contract management of the portfolio of utility contracts, valued at approx £12m per annum</div> <div>2. Support in the preparation policies relative to energy in buildings and the consideration of renewable technologies, including undertaking energy audits as required</div> <div>3. Supervise and develop the function of the utility monitoring computer system</div> <div>4. Prepare and project manage the implementation of annual energy management programmes</div> <div>5. Represent the County Council at regional Energy Groups.</div> <div>6. Evaluate all procurement options for market access including writing of specifications where appropriate and liaising with the Councils appointed energy brokers to ensure the most advantageous approach for the whole council.</div> <div>7. Inform and advise the council on energy purchasing strategies, weighing up the risks and opportunities in the market to make beneficial decisions.</div> <div>8. Liaise with other clients providing reports and advice on utility consumption.</div> <div>9. Investigate and update formulae and provide statistical information to individual establishments on energy matters, with particular attention, in the first instance, to schools with delegated budgets.</div> <div>10. Represent the County Council at meetings of schools governing bodies and working groups as required.</div> <div>11. Provide data and advice regarding the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme working Group.</div> <div>12. Provide cost and consumption data to budget holders.</div> <div>13. Prepare an annual report to advise of utility demand and costs across the Council estates</div> <div>14. Specialist projects as directed by the Commercial Team Leader, in particular renewable energy programmes</div> <div>15. Calculate the savings relating to the carbon management Energy Efficiency program.</div>				
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:		Travel to work sites, premises, area offices or training venues throughout the County, Region and nationally upon occasion.		
Working patterns:		Flexi-hours apply with some requirement to attend evening meetings. Also some call out arrangements may apply and/or evening/night, early morning and weekend work occasionally at short notice.		

Working conditions:	The work is predominantly office / building based.
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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
Degree level or equivalent standard of education in or a related subject. Evidence of continual professional development in a related area. Knowledge of the main operational, procedural and practical issues relating to the service and utilities market/renewable technologies An understanding of the key health and safety issues relating to the service. An awareness of current inter/national laws, regulations, policies, procedures, and developments. Demonstrates an awareness and commitment to proactive customer care and services. Evidence of on-going personal development.	Relevant professional qualification i.e. CIBSE, or equivalent. Post graduate qualification in a related discipline	(a) (i)
Experience		
Demonstrable delivery in a role at a similar level. A customer focused approach to project delivery. Working in building and/or construction services Recent and relevant supervisory/managerial experience in a relevant service. Experience in working collaboratively with service users. Experience in engaging effectively with others and building productive partnerships.		(a) (i) (r)
Skills and competencies		
Ability to show initiative and work flexibly, independently or in a team, lead or accept leadership. Sound budget management skills. Ability to analyse information from a range of sources and draw accurate conclusions. Commitment to the culture of continuous improvement and a flexible approach to service delivery. Effective IT skills and able to use ITC to achieve work objectives. Able to apply own initiative to overcome day-to-day operational problems. Prepares written, verbal and other media that are rational, convincing and coherent. Effectively expresses own views using appropriate means depending upon the audience. Applies a methodical approach to problem solving.		(a) (i) (r) (t)

Negotiation skills and able to persuade others to an alternative point of view. Remains calm and logical in stressful and difficult situations. A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated.		
Physical, mental and emotional demands		
Ability to concentrate for long periods of time evaluating complex utility certificates and invoices. Normally works from a seated position but with regular need to walk, bend or carry items. Need to maintain general awareness with on-going periods of enhanced concentration.		(i)
Other		
A current UK driving licence.		(a)

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