



Job profile

Energy Projects Officer Grade K

Group: Communities and Environment

Service: Council Housing, Design and Technical Services

Location: Civic Centre

Line Manager: Energy Projects Team Leader

Car User Status: Casual

Job Purpose

Responsible for ensuring the delivery of energy capital projects within the specified tolerances of time, cost, quality, scope, risk and benefits and for producing a result capable of meeting the Business Case.

The key measures of success for this post are to: deliver each project within time, cost, quality, scope, risk and benefit tolerances; stakeholder, customer and project team satisfaction.

The key roles of this post will include:

1. To manage energy capital projects through the full lifecycle from start-up to close down, managing the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where appropriate
2. To manage contractors effectively, using NEC contract procedures.
3. To be responsible for the production of the appropriate baseline management products and ongoing reports and records
4. To establish and manage the project's procedures - health and safety compliance, risk management, issue and change control, configuration management and communications - in line with Council guidelines
5. To establish and manage the project controls with regards to monitoring and reporting
6. To engage with stakeholders and liaise with any external suppliers
7. To support other members of the energy projects team including Energy Technician
8. To liaise with corporate or programme management to ensure that work is neither overlooked or duplicated by related projects



9. Such other responsibilities which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Government policy relating to the funding and delivery of energy related projects
- Local /regional policies and issues influencing energy projects
- Decentralised, low carbon energy

Experience

- Project managing multi-disciplinary project teams
- Managing contractors through NEC contract procedures.
- Project Budget Management
- Undertaking community and stakeholder consultation, engagement and partnership working
- Demonstrating oral and written communication skills
- Being self motivated & used to working on own initiative
- Setting priorities for tasks and meeting deadlines
- Managing public sector grant funding,

Qualifications

- Contract management, e.g. NEC3/4 or equivalent
- Level 3 Qualification in Building / Environment or appropriate subjects
- 5 GCSEs at Grade 4 or Grade C or above minimum including Maths & English.

Desirable:

Knowledge

- Environmental management, sustainability and climate change
- Renewable energy technologies and financial viability
- Energy economics
- NEC Supervisor Role

Experience

- More than five years post qualification experience in work relevant to the post.
- Handling sensitive political issues / Domestic Energy Efficiency Reporting
- Conflict resolution & Customer Service

Qualifications

- Membership or demonstrable eligibility of an appropriate professional organisation
- Degree (Level 6) or post graduate (Level 7) qualification in an appropriate subject
- Project Management e.g. APM / PRINCE2 or equivalent



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences