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| **Job Description** |
| **Post title** |

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| Carbon and Energy Analyst  |

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| **JE Reference No** | N9887 |
| **Grade** | 9 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment - Environment & Design |
| **Reporting to** | Low Carbon Economy Team Leader |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To work as part of the Low Carbon Economy Team to monitor, analyse and report the Council’s performance in relation to carbon and energy, measure performance of the Carbon Capital programme, trouble shoot problems that arise and identify practical solutions. To deliver CRC for the Council and to undertake DECs and other energy related initiatives.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

* To deliver the Council’s Carbon Reduction Commitment (CRC); a complex statutory process with a value of around £600,000 annually and fines for non-compliance.
* To collate corporate utilities data and analyse energy and carbon performance and accurately report consumption trends to the Government (statutory requirement under NI 185/6) and to the corporate authority.
* To analyse and interpret the performance of capital funded energy and carbon projects, identifying under/over performance and highlighting problems.
* To provide timely and accurate monthly data on capital project performance to the corporate Carbon Management Board to enable benefits realisation. To identify and target high consumption of energy in corporate buildings, especially schools, and research and design practical solutions and enable their implementation.
* To facilitate the production of Display Energy Certificates and Reports within strict deadlines as required.
* To coordinate the programme of delivery of Display Energy Certificates for all appropriate corporate buildings (about 550 sites in total), monitoring compliance with legislative requirements and maintaining an accurate database, including scaled floor plans.
* To undertake energy surveys of DCC buildings, identify new capital projects that will reduce energy costs and carbon emissions and put forward a business case to enable investment.
* To liaise and negotiate with contractors, suppliers, council services and other relevant organisations and key stakeholders on Energy Conservation and Carbon Management issues.
* Support awareness raising for staff to improve corporate performance on environmental and sustainability issues.
* To monitor the performance of renewable energy investments on DCC land and buildings and ensure that Feed in Tariff and Renewable Heat Incentive income is maximised, trouble shooting any under-performance.
* To monitor the quality of incoming half hourly energy data.
* To support the Eco Champions program.
* To support the Council’s Carbon Management Program.
* To support the provision of high quality, accessible advice on energy saving to a range of different audiences via web sites, publications, campaigns and other publicity materials.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Qualified to degree level or equivalent in a related subject.
 | * Post-graduate qualification in a related discipline.
* Accredited DEC or EPC Assessor or similar.
* Membership of a relevant professional body.
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| Experience | * Extensive experience of operating energy / utilities databases.
* Experience of collating, analysing and reporting complex energy data.
* Technical experience in an Energy / Carbon reduction discipline.
* Experience of CRC, DECs and other energy assessment processes.
* Experience of working with databases and spreadsheets.
 | * Experience of operating Systems Link.
* Experience of producing reports and guidance for corporate services including schools.
* Experience of energy and water efficiency technologies.
* Experience of project development and implementation.
* Experience of working in a local authority or equivalent environment.
* Experience of conducting building energy efficiency surveys.
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| Skills & Knowledge | * Excellent IT skills, especially spreadsheets.
* 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.
* Extremely good customer relations skills and ability to handle difficult situations.

  | * Good understanding of project management processes.
* Good understanding of energy use in buildings.
* Knowledge of energy and climate change issues.
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| Personal Qualities | * Ability to work using own initiative and as part of a team with a commitment to partnership working.
* Excellent communicator.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
 | * Personal commitment to sustainability.
* Enthusiasm for energy reduction and tackling climate change.
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