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| **Job Description** |
| **Post title** | Energy Conservation Adviser |
| **JE Reference No** | A6172 |
| **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 a member of the Low Carbon Economy Team in the establishment, development and ongoing management of a proactive, modern and strategic Energy Conservation and Carbon Management function suitable to meet the specific business needs and requirements of the unitary authority.

To coordinate all aspects of energy conservation and carbon management, from energy efficiency and reduction of carbon dioxide emissions by:

encouraging the use of renewable/sustainable energy resources across the Authority;

deriving solutions for carbon management reduction

raising the profile of energy conservation and carbon management.

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| **Duties and responsibilities** |

To project manage the council’s targeted staff behavioural change campaign across all corporate directorates and sites and project manage the programme

* Responsible for the provision of technical and practical advice and training on energy conservation and efficiency and carbon management
* To identify financial savings opportunities for the authority through energy and water saving initiatives
* To carry out site inspections, energy surveys and carbon audits and advise on methods of reducing energy use and CO2 emissions
* Responsible for the development of new carbon capital projects and initiatives that will reduce energy consumption in a cost-effective manner and to project manage their delivery
* To prepare detailed schedules of work/feasibility studies and cost estimates and prepare reports within strict deadlines
* To liaise and negotiate with contractors, suppliers, council services and other relevant organisations and key stakeholders on Energy Conservation and Carbon Management issues
* To use the council’s energy database to monitor and target energy and water consumption and to benchmark energy and carbon consumptions against best practice guidelines
* To liaise with facilities and technical teams to fully understand to the operation of buildings and develop energy and water efficient practices
* To establish and maintain a database to record actions and schemes implemented, energy reductions, carbon and financial savings, and provide progress reports as necessary
* To produce Display Energy Certificates and reports within strict deadlines as required
* To assist in the delivery of the council’s Energy Awareness Campaign and Carbon Management Programme by developing promotional activities, materials, events, campaigns, web site publications, newsletters and workshops
* To support awareness raising for staff to improve corporate performance on environmental and sustainability issues
* Through continuous professional development, keep up to date with relevant developments in energy technology, energy management, energy policy and legislation

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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 | * Degree (or equivalent) in an energy or mechanical and electrical or related discipline
 | * Additional qualification in a related discipline
* Energy Assessor accreditation
* Membership of a relevant professional body
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| Experience | * Practical experience of communicating low carbon and / or energy issues to different audiences and in different media
* Experience of interpreting energy data and data analysis
* Technical experience in an Energy / Carbon reduction discipline
* Experience of project development and implementation
* Experience of working with databases and spreadsheets
 | * Experience of working in an electrical and / or mechanical discipline.
* Experience of delivering behavioural change programmes
* Experience of working for a public authority or other large organisation
* Experience of co-ordinating events
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| Skills & Knowledge | * Ability to organise, manage and prioritise full and varied workloads to meet tight deadlines as necessary
* Excellent written and verbal communication across a range of media with strong networking skills
* Good computer skills
* Ability to work effectively with key stakeholders
* Ability to evaluate varied and complex information and apply the necessary judgement to select the appropriate course of action
* Knowledge of energy and climate change issues
 | * A good understanding of Low carbon and energy reduction technologies and their implementation
* In depth knowledge of UK energy policy, and how it relates to buildings and schools
* Good report writing skills
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| Personal Qualities | * Ability to work using own initiative and as part of a team with commitment to partnership working
* Enthusiasm for energy reduction and tackling climate change
* Good communication skills
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
 | * Personal commitment to sustainability
* Creative and innovative and able to develop new ways to get the message across
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