|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Assistant Energy Officer |
| **JE Reference No** | N10813 |
| **Grade** | 7 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Design |
| **Reporting to** | Business Energy Efficiency Project Manager |
| **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. |
|  | |
| **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. |
| **Contract** | This is a 6 month, full time post, which will be part-funded by the European Regional Development Fund (ERDF) as part of the 2014-2020 European Structural and Investment Fund Programme. This is a fixed term post funded until 31st March 2023. |

|  |
| --- |
| **Description of role** |

The post holder is responsible for assisting in the promoting of and facilitating of sustainable development, carbon reduction, energy efficiency, and renewable energy technologies within micro, small and medium sized enterprises (SMEs) across County Durham in line with targets and outcomes of the Business Energy Efficiency Project (BEEP).

The postholder is directly responsible for assisting with in-depth energy audits of SMEs to identify opportunities for financial and CO2e savings through efficiencies in energy, water, waste, transport, resource and small scale on-site renewable energy generation. The postholder will also work directly with each SME to ensure the successful adoption of any recommended opportunity.

|  |
| --- |
| **Duties and responsibilities** |

* Responsible as the assisting officer working with SMEs across County Durham to identify financial and CO2e savings through consumption reduction and on-site renewable energy generation
* Assisting with analysing raw data collected and submitted by participating SMEs, baselining an SMEs current level of consumption, identifying the most cost-effective areas for financial and CO2e savings and presenting them in a bespoke and concise recommendations report
* To be responsible advising the project and participating SMEs as to appropriate existing and, with experience, emerging technologies to generate financial and CO2e savings through electricity, gas, water, waste, transport, on-site renewable generation and resource efficiency
* To be responsible for fully completing case studies (including verified SME quote, high res photography and SME activity description) for participation SMEs to be used for BEEP promotions
* Have responsibility for ensuring SMEs who are applying for financial grant support provide compliant quotes to the Project and the kWh reduction of the proposed intervention is calculated against the appropriate grant intervention rate
* Responsible for writing the legally binding Grant Offer Letter and submitting it to the Project Manager for approval
* Using the Environment Agency conversion factor database the post holder will calculate the financial savings through the proposed reduction in kWh, transport related fuels, emissions related to landfill waste avoidance and/or any other ERDF compliant output factor
* Maintaining a record of all interactions with participating SMEs via the BEEP SME timesheet including annotated explanations
* To use industry knowledge, and project delivery experience to take lead responsibility for identifying and pursuing SME leads into the project including identifying cost-effective industry types
* Make and maintaining professional relationships with partner organisations and a range of other SME supporting projects that provide additional benefits to BEEP participating SMEs
* Monitor and report progress against project outcomes and timescales
* Support all participating SMEs, the Project Manager, Project Support Officer and the other Energy Officers to efficiently and effectively deliver the Business Energy Efficiency Project through to completion

|  |
| --- |
| **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.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * NVQ level 3 or equivalent in related subject -OR- * Substantial experience in similar business or energy support role | * Completed OU FutureLearn Elements of Renewable Energy or equivalent course * Educated to degree level or equivalent in a related discipline * HNC or equivalent in a related discipline * Specialist professional, junior energy management and/or energy auditing qualifications |
| Experience | * Energy audit experience * Developing and delivering events * Delivering support and guidance to SMEs * Managing grant schemes * Delivering behavioural awareness sessions | * Sound knowledge of sustainability, carbon reduction and climate change adaptation programmes * Project and Performance Management processes * Knowledge of industrial, process and manufacturing sectors * Delivering EPCs, ESOS, DECs or related similar certified building energy assessment process * Previous experience with ERDF projects * Project Management |
| Skills & Knowledge | * An understanding of climate change and the importance of mitigating its effects * Excellent written and verbal communication skills across all media * An understanding of the relationship between SME energy management and SME competitiveness * Knowledge of spreadsheets and data analysis * Knowledge and understanding of policy, strategy and funding opportunities relating to energy efficiency, renewable technologies and energy efficiency * Excellent all round IT skills * Knowledge of SME financial and CO2e saving opportunities | * Good understanding of best practice in energy efficiency and renewable energy technology/equipment/ processes * Marketing and communication skills * Ability to present information in a clear and accessible way to different audiences * Experience of operating energy monitoring equipment |
| Personal Qualities | * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) * Excellent team working skills * Well organised and methodical * Demonstrable ability to work to deadlines and manage challenging situations * Time management skills/Ability to prioritise workload * Ability to build and maintain relationships with stakeholders * May be required to work outside of normal office hours | * Commitment to excellent customer service * Determination to deliver quality results for stakeholders |