

<b>Job description</b>	
<b>Job title</b>	Energy Assistant
<b>Grade</b>	Pay Band E
<b>Directorate</b>	Communities and Neighbourhood
<b>Section/team</b>	Environmental Sustainability Service (ESS)
<b>Accountable to</b>	Climate Emergency Officer
<b>Responsible for</b>	N/A
<b>Date reviewed</b>	October 2023

### **Purpose of the Job**

To support the Environmental Sustainability Service team to regulate and monitor the energy used in the organisation and within the Council's portfolio. The role includes monitoring communal heating systems and heat networks, managing data and information about energy consumption, energy management and contribute to carbon reduction activity through looking at how heating systems can be optimised.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Answer enquiries relating to utility contracts and energy consumption.
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- Maintain database information accurately and in an orderly manner.
- Liaise with utility suppliers (electricity, gas, water, etc) to obtain information and resolve any emerging queries.
- Monitor metering and billing data to ensure accurate bills are received;
- Obtain and process invoices, to ensure timely payments are made in accordance with Council Financial Procedure Rules and utility contract terms.
- Build knowledge of the energy industry for personal development and to underpin the role.

- Build effective relationships with utility suppliers to ensure queries are dealt with as quickly and efficiently as possible.
- Produce regular reports on energy consumption and carbon emissions based information from Energy Management Software.
- Support the delivery of a wide range of energy efficiency and sustainability initiatives within the Council.
- Maintaining a high level of accuracy in regard to email, files, reports and internal systems.
- Support the wider Climate Emergency Team and Environmental Sustainability Service as required.

### Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.