

SEFTON METROPOLITAN BOROUGH COUNCIL
FORMAT JOB DESCRIPTION

Department: Corporate Resources

Location: Magdalen House

Division: Property Services

Post No:

Section: Energy & Environmental Management (EEMS)

Post: EEMS Utilities & Climate Officer

Grade: grade J

Responsible To: EEMS Energy Manager

Responsible For: 3 x Project Officers, Data and Contracts officer and administration officer (shared)

JOB PURPOSE

To manage the Council utility portfolio to minimise costs and conserve energy and water resources in line with wider Council priorities. To manage the response to the Council's climate change commitments and associated sustainability strategies & policies.

MAIN DUTIES

Assist the Section Manager with the strategic planning and implementation of the latest standards, legislation and innovative solutions in the energy, water, carbon and sustainability fields. Including the Climate Emergency Strategy and Action plan and other strategies relating to the team's activities.

Support the 3 project officers, data contracts officer and administration officer to prioritise workloads and deliver effective projects.

Co-ordinate own work schedule with other Senior EEMS Projects officer and the Section Manager to ensure efficient and effective resource deployment.

To deputise for the Section Manager where appropriate.

Utilities

Provide support to the Section Manager on the re-procurement of utility contracts, metering, support services and data systems periodic procurements.

Ensure effective contract monitoring through efficient data collection & monitoring and regular dialogue with all key account managers and stakeholders.

To manage the Council's annual production of Display Energy Certificates, oversee the automated meter reading (AMR) contracted services and MOP agreements.

To contribute to the Council's energy generation portfolio through the effective management of existing resources and the development of additional capacity.

To manage the suite of services provided by the team to sites served by the utility contracts including providing advice and support, resolution of queries, reducing or mitigating increases in cost/consumption, education and training.

Climate

Ensure the delivery of the Council's commitments under the Climate Change Act, Climate change strategy and related strategies.

Oversee the production of the Council's annual carbon footprint.

Identify funding opportunities that align with the Council's climate and/or utilities strategic plans. Make applications to access external funding sources to deliver energy, water, carbon and climate focused activities. Once secured, utilise the funding secured to achieve the relevant outputs, through effective management and control of projects.

Establish and prioritise projects through data analysis, performance analysis and benchmarking.

General

Ensure effective financial management pertaining to the team's activities including the day to day management of project budgets. Ensure that financial transactions comply with all Council policies, regulations and schemes of delegation.

Ensure all relevant data protection, information management and safeguarding policies are in place and adhered to in the delivery of the work of the team.

Prepare committee and technical reports and attend committees, working groups, public and stakeholder meetings as required.

Provide interpretation/assessment of technical documents and reports, identify their likely implications and make recommendations for appropriate course of action.

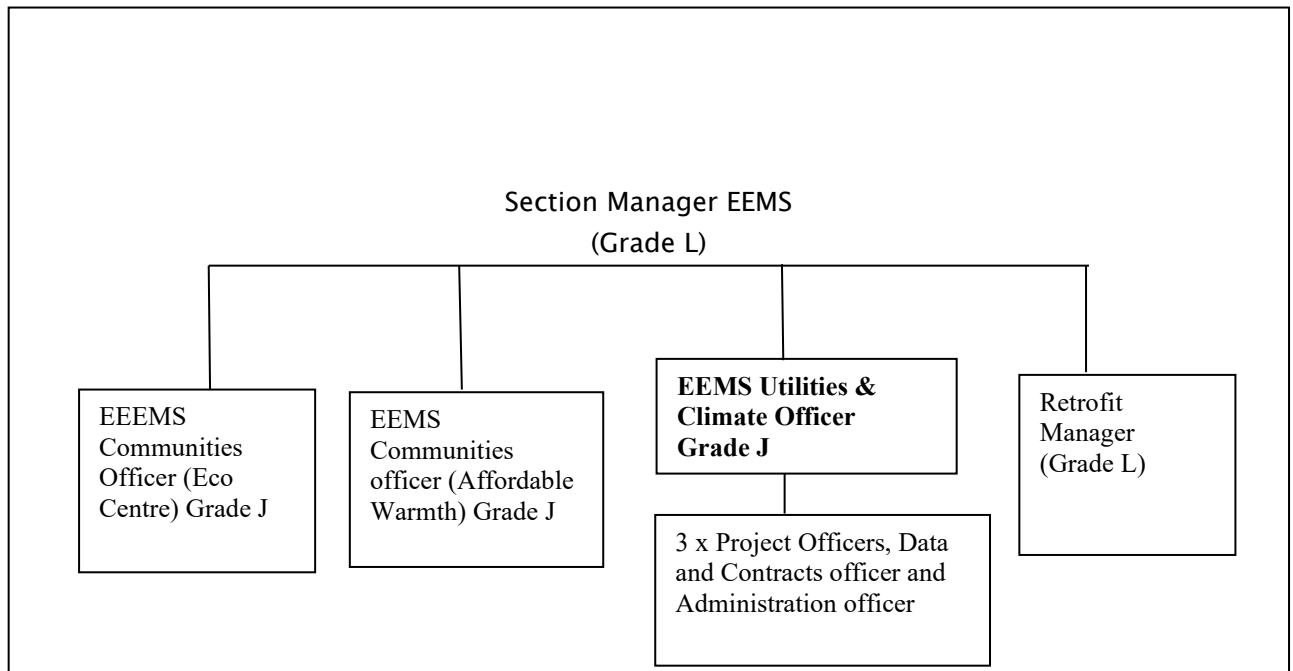
To actively gather and manage information to inform the work programme(s) of the team. Including the preparation of qualitative and quantitative data on climate, sustainability, energy, water or carbon market development, trend forecasting and other opportunities to enhance/protect the work of the section and wider Council.

Take an active role in the promotion of the section and promotion of specific project outputs through relevant communication methods.

Participate in effective employee relations and undertake appropriate training courses to improve effectiveness in tasks set.

Carry out other duties of a similar nature commensurate with the grading of the post.

ORGANISATION CHART



Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u> Technical / Academic certificated qualification in a relevant discipline (e.g. Degree, post graduate degree etc.)	E	AF/Certificate of Attainment
Membership of a relevant professional body within a recognised discipline (e.g. IEMA)	D	
A recognised management qualification	D	
Energy Efficiency qualification (e.g. City and Guilds)	D	

<p><u>EXPERIENCE</u></p> <p>Extensive post qualification experience in a relevant setting, e.g. utility contract / carbon management/ Climate management etc.</p> <p>Managing a variety of projects across a multi-site portfolio</p> <p>Experience of securing and managing significant funding streams</p> <p>Experience in identifying and implementing programmes of work on energy, water, carbon reduction, Climate mitigation / adaptation.</p> <p>Experience of financial management and budgetary control</p> <p>Experience of energy generation technologies and associated issues</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF/I (ALL)</p>
<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Detailed knowledge of energy / water / climate / sustainability / carbon issues, including legislative obligations and regulations.</p> <p>Proven ability to construct robust funding applications, with or without partner organisations.</p> <p>Detailed knowledge of building energy / water / carbon management / climate issues and conservation techniques</p> <p>Ability to adopt an innovative approach to problem solving and meeting service demands.</p> <p>Ability to promote and manage own workload and the workload of others.</p> <p>Ability to review, interpret and explain technical and analytical reports and data</p> <p>Ability to use systems to monitor and control service delivery and financial management.</p> <p>Excellent written and verbal communication skills</p> <p>Ability to work as part of a team</p> <p>Ability to meet deadlines and targets</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>SPECIAL REQUIREMENTS</u></p> <p>Ability to travel across the borough, to carry</p>	<p>E</p>	<p>AF</p>

out work at alternative sites		
Willingness to occasionally work outside of office hours.	E	AF

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

<u>Other optional paragraphs</u>

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Prepared by: Stephanie Jukes
Section Manager Energy & Environmental Management

Date: June 2024