Job Description

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| **Job Title** | **Energy Officer** |
| **Grade** | **PO2** |
| **Reporting To** | **Compliance Team Leader** |
| **JD Ref** | **REG0155P** |

Purpose

To be responsible for the development and implementation of ongoing corporate energy awareness raising and good housekeeping programme to improve energy efficiency, whilst investigating and resolving energy billing queries across the school and council portfolio.

To project manage energy reduction projects across the school and council portfolio.

To project manage energy/telecommunications disconnections prior to demolitions and project manage new energy connections for new buildings within the corporate/school estate.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.
* Responsible for the management and maintenance of all gas and electric meter assets across council and school’s portfolio.
* Management of Schools Energy Support Services SLA and advise on the application of commissions charges.
* Investigating and resolving energy billing queries across the school and council portfolio.
* To have an understanding of tariffs to ensure cost effectiveness. This will include assisting sites to resolve billing problems and disputes
* Organising the disconnection of gas and electric services, receiving documentation, confirming disconnection status and providing these to demolition contractors.
* Organising and supervising the installation of new gas services (pipelines) to new build properties/extensions in consultation with mechanical engineers.
* Project managing Automatic Meter Reading installations across council/school’s estate, liaising with schools, building attendants and managing contractors to improve efficiency and accuracy of billing.
* Responsible for populating, monitoring and maintaining the energy management database, Systemslink used as a basis for all corporate energy and emissions reporting.
* Project managing energy reduction related construction schemes including managing budgets, liaising with clients, organising the documentation for the tendering process, and managing contractors on site. E.g., Pool cover project. Including 3rd party renewable energy schemes e.g., Solar for Schools, corporate PV etc.
* Submission of new contract request “site additions” to Crown Commercial Services including calculating AQ’s, determining profile class, specifying voltage and meter operator arrangements.
* Submitting Change of Tenancy documents for buildings Wirral Council are leasing/selling, to remove us from the supply contract and realise savings as instructed by Asset Management colleagues.
* Coordination of debt recovery from long standing overdue balances on energy supply accounts including identifying anomalies, highlighting supplier errors and negotiating repayment plans.
* Identify opportunities for funding (e.g. grant funding) of energy efficiency and carbon reduction projects; where appropriate prepare funding bids and project applications.
* Management of Schools Energy Support Services SLA and assist in the application of commissions charges including administering the service, signing up new schools by liaising with headteachers. Liaising with existing client base.

**Communication, Engagement and Training:**

* Undertake staff training/inductions for staff across the department to raise awareness of their responsibility to improve energy efficiency to meet the Council’s environmental commitments.

**Data Analysis and Decision-Making:**

* Responsible for populating, monitoring and maintaining the energy management database, Systemslink used as a basis for all corporate energy and emissions reporting.
* Project managing Automatic Meter Reading installations across council/school’s estate, liaising with schools, building attendants, and managing contractors to improve efficiency and accuracy of billing.
* Specifying detailed planned works and agree costs and programme.
* Making frequent decisions as required on a day-to-day basis using own initiative without ready access to more senior officers and be responsible for work programme planning

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* An appropriate Energy qualification at a minimum Level 3 such as Junior Energy Managers Qualification Level 3
* *Desirable - Degree in Energy or environmental services*
* *IPMVP qualification*
* *Working towards Chartered status*
* *Health & Safety knowledge and/or qualifications e.g. CSCS card holder, IOSH “managing Safely” or similar or higher e.g. NEBOSH cert/Dip*

**Knowledge & Skills**

* Knowledge of Systemslink
* Ability to us use MS office applications
* Environment and Climate Emergency Policy
* Energy reduction methods within organisations
* Ability to analyse, monitor and compare tariffs to ensure cost effectiveness
* *Desirable - Ability to communicate effectively both orally and in writing.*
* *Ability to compile written agendas, reports and minutes and wide variety of documents in clear and grammatically correct English.*
* *Ability to co-ordinate own work and the ability to analyse complex issues and draw clear conclusions.*
* *Have organisational and time management skills.*
* *Ability to prioritise varying workloads and deal with high volumes of work whilst still maintaining a high-quality service.*
* *Ability to produce accurate work of high quality within strict deadlines.*

**Experience**

* Experience of energy management in a local authority or comparable public or private organisation
* Experience of data analysis
* Energy management experience
* *Desirable – Experience working for a local authority.*
* *Experience of liaising with school staff, Police, Social Care, Health, Schools and other agencies.*
* *Experience in computerised maintenance management systems as applied within Estates would be advantageous.*
* *Experience of working in a customer focused and professional environment.*
* *Extensive experience in the maintenance engineering or building services*
* *Experience of utility markets and negotiation*
* *Experience of developing and managing systems.*
* *Experience of leading on specific projects using own initiative.*

Additional Information

* Ability to travel across the Borough and work from various locations.
* Work hybrid, with a flexible working approach to accommodate service needs.
* On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

**Health & Safety Considerations:**

* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Exposure to persons with challenging or aggressive behaviour

Approved By: Lauren Reynolds

Date Of Approval: 25/10/2024