**SEFTON COUNCIL**

**JOB DESCRIPTION**

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| **Department:** | Regeneration, Economy and Assets | **Location:** | Magdalen House, Bootle |
| **Division:** | Property Services | **Post No:** | 18522 |
| **Section:** | Energy and Environmental Management | **JE No.** | 3535 |
| **Post:** | Scrap Coordinator | **Grade:** | H |

**Responsible to:** EEMS Communities Officer

Responsible for: None

# JOB PURPOSE

To develop, manage and monitor a coordinated approach to the Sefton Climate & Retrofit Action Project (SCRAP).

MAIN DUTIES

1. Support the project manager (EEMS Communities Officer) in the delivery of the project including:
   * Coordinate activity across all three immersive sites
   * Collect, collate and review data for project outputs
   * Produce regular reports for the project
   * Support the Community Energy Group where needed
   * Helping run the immersive experience
   * Manage the distribution of the climate newsletter
   * Coordinate the development and delivery of the communications strategy
2. To raise awareness and promote SCRAP issues in Sefton through a wide variety of approaches.
3. To be aware of regional and national energy strategies and funding regimes for SCRAP and to relate these to project in securing grant funding support for residents.
4. To promote take up of grant assistance (e.g. Energy Company Obligation or other energy company schemes) for energy efficiency improvements to the homes of vulnerable households and to develop grant referral networks.
5. To promote of offers to the able to pay market e.g. solar together
6. To consult, liaise and promote SCRAP issues and projects with other agencies, local associations, community groups, housing associations and voluntary and health sectors. To augment existing and explore new effective partnerships.
7. To raise awareness through appropriate publicity, events, meetings and training of the benefits of retrofit and climate action, including better health, saving lives and reduced energy bills.
8. Co-ordinate, manage and control projects effectively and efficiently in order to comply with the Council’s budgets, standing orders, scheme of delegation and financial regulations.
9. Design and produce publicity material for SCRAP related initiatives and training.
10. To identify the training needs of support staff and ensure that staff are up to date with new methods of work or legislative changes.
11. Ensure that contractors working on behalf of the Authority do so in a manner which does not present any significant risks to the health and safety of themselves and/or others and is in compliance with health and safety legislation.
12. Preparation of qualitative and quantitative data for monitoring and evaluation purposes within regular reporting cycles.
13. Deliver detailed comprehensive SCRAP advice to householders.
14. To actively procure external sources of funding to enable the delivery of a diverse range of support to residents.

# Health & Safety Provision

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

# Other Legislative Requirements

The postholder is responsible for ensuring that staft and where appropriate consultants/contractor’s attention is drawn to the implications arising from other relevant statutory provisions and that they discharge their duties in compliance with current legislation.

# Special Conditions

Depending on the nature of projects undertaken, work outside normal working hours may be required including attendance at Area and other Committees.

Casual car allowance will be paid for authorised journeys.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are, therefore, not entitled to withhold information about convictions, which for other purposes are ’spent’ under the provisions of the Act, and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies. The postholder must satisfy the Council’s disclosure and barring procedures.

# GENERAL

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

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.

New entrants to Local Government Service will be required to satisfactorily complete a six-month probationary period.

Since confidential information is involved, the post-holder 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.

Prepared by: Name: Julia Thorpe

Designation: EEMS Communities Officer

Date: August 2024

SEPTON MBC **PERSON SPECIFICATION**

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| **DIRECTORATE** | Regeneration, Economy and Assets | DEPARTMENT | Property Services |
|  | Energy & Environmental Management | **POST** | SCRAP coordinator |
| **PO9T NUMBER** | **18522** | GRADE | H |

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| PERSONAL **ATTRIBUTES** REQUIRED | EOSENTIAL (E)  OR  DESIRABLE tD) | HOW ASSESSED |
| **QUALIFICATIONS** |  |  |
| 1. Relevant Academic and/or Professional Qualification or equivalent experience/skills. | E | AF/C |
| 2. Programme or Project Management. | E | AF/C |
| **EXPERIENCE** |  |  |
| 1. Post qualification experience in a relevant public sector, voluntary/community sector, social housing, energy efficiency or health field. | E | AF/I |
| 2. Experience of working in partnership arrangements with internal and external bodies. | E | AF/I |
| 3. Experience of working within a local government environment. | D | AF/I |
| **KNOWLEDGE SKILLS & ATTRIBUTES** |  |  |
| 1. Knowledge and experience relevant to the development and  management of climate, retrofit and fuel poverty projects, policies and strategies. | E | AF/I |
| 2. Knowledge and experience of current local and national climate issues and legislation. | E | AF/I |
| 3. An understanding of the relationship between health and energy efficiency/ climate /fuel poverty issues. | E | AF/I |
| 4. Ability to work effectively with clients, consultants and external partner bodies. | E | AF/I |
| 5. Excellent written and verbal communication skills through detailed and accessible reports and presentations. | E | AF/I |
| 6. Ability to use computerised systems to control and monitor service delivery. | E | AF/I |
| 7. Ability to promote and manage workload of self. | E | AF/I |
| 8. Ability to forge partnerships with external bodies. | E | AF/I |
| 9. Personal commitment to delivering effective and innovative work with a strong sense of what makes a project successful. | E | AF/I |
| 10. Motivated and enthusiastic. | E | AF/I |
| 11. A team worker who fosters partnerships, works collaboratively demonstrates and promotes openness, trust and respect. | E | AF/I |
| 12. Quality orientated and commitment to continuous improvement. | E | AF/I |
| 13. Awareness of Health & Safety Practices. | D | AF/I |
| **SPECIAL REQUIREMENTS** |  |  |
| 1. Enhanced CRB Clearance. | E | AF/C |
| 2. Able to undertake work outside normal standards hours. | E | AF/I |
| 3. Current Driving Licence. |  | AF/C |

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|  | AF | i a Form | T | Test |
| T | Interview | P | Presentation |
| C | Certificate |  | |