ROLE DESCRIPTION

Job Title	Senior Environmental, Compliance and Energy Officer
Salary Band	33 - 36
Reporting to	Regulatory & Compliance Lead
Directorate	Place
Service Area and sub area	Asset Management
Team	Asset Investment
Political Restriction	No

1. Primary Purpose of the Post

To lead and ensure the organisation meets its environmental and energy-related compliance obligations, delivers improvements in environmental performance, and supports the achievement of net-zero and sustainability targets across its asset portfolio and operations for both existing and new assets.

2. Your responsibilities

1. Environmental Compliance

- Monitor and ensure compliance with environmental legislation, standards, and regulatory requirements across the organisation's estate and operations.
- Maintain and develop environmental compliance registers, permits, and evidence documentation.
- Support internal and external audits, inspections, and investigations, ensuring corrective actions are identified and implemented.
- Assess environmental risks and support the development of mitigation measures for assets, projects, and operational activities.

2. Energy Monitoring & Management

- Track, analyse, and report on energy consumption, carbon emissions, and utility performance for buildings and infrastructure assets.
- Identify opportunities to improve energy efficiency and reduce consumption through operational changes or retrofit measures.
- Support the delivery of energy-reduction projects, renewable energy solutions, and heat decarbonisation programmes.
- Lead energy procurement processes, monitoring billing accuracy, and identifying anomalies or inefficiencies.
- Work closely with technical team, in particular the netzero and sustainability and biodiversity officers

3. Decarbonisation & Sustainability Support

- Contribute to the delivery of net-zero and sustainability strategies across the organisation.
- Support whole-life carbon assessments, energy audits, or climate impact assessments.
- Assist project teams in embedding sustainability and decarbonisation principles into design, construction, refurbishment, and maintenance activities.
- Promote adoption of industry standards such as PAS 2080, BREEAM, and environmental best practice guidance.

4. Environmental Performance Reporting

- Prepare performance reports, dashboards, and compliance updates for management teams, boards, and external bodies.
- Support the development of funding applications (e.g. PSDS, SALIX) and produce post-project monitoring and evaluation reports.
- Maintain accurate datasets on emissions, energy use, waste, water, and environmental indicators.
- Experience of TEAMSigma software would be beneficial

5. Stakeholder Engagement & Advice

- Provide specialist advice on environmental compliance, sustainability, energy management, and carbon reduction.
- Work with estates, facilities, project managers, and contractors to ensure environmental requirements are understood and implemented.
- Engage with local authorities, tenants, partners, and regulators on environmental initiatives and reporting.
- Support staff awareness, training, and behaviour-change activities to improve environmental performance.

3. General Corporate Responsibilities

- Adhere to all Combined Authority policies and procedures relevant to the role.
- Comply with all health and safety requirements, including departmental safety procedures, risk assessments, and method statements.
- Attend mandatory training and maintain a minimum of 30 days of CPD relevant to environmental compliance and sustainability.
- Represent the Combined Authority professionally at internal and external meetings, events, and stakeholder engagements.
- Contribute to corporate objectives and organisational targets.
- Demonstrate understanding of equality legislation and its relevance to asset management.

Champion equality, diversity, and inclusion by recognising the diverse needs of customers and colleagues.

4. Recruitment Plan

Application followed by interview.

PERSON SPECIFICATION

Job Title: Senior Environmental, Compliance and Energy Officer

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Relevant degree, such as: Environmental Management, Environmental Science, Sustainability, Environmental Engineering, Built Environment, Geography, Planning, Ecology, Energy Management, or related discipline.	**E**	**A, I**

Highly relevant accreditations include:
• IEMA – Institute of Environmental Management & Assessment
  ○ Practitioner (PIEMA)
  ○ Full Membership / Chartered Environmentalist (CEnv)
• SocEnv – Chartered Environmentalist (CEnv)
• Chartered Energy Manager (via Energy Institute)
• BREEAM Assessor / BREEAM AP
• NEBOSH Environmental Management Certificate
• RICS (where compliance relates to land, buildings, or assets)
	E	**A, I**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Experience implementing environmental compliance, sustainability, or climate-related initiatives within the built environment, infrastructure, or public sector.	**E**	**A,I**
Experience interpreting and applying environmental legislation, regulations, and compliance frameworks.	**E**	**A,I**
Experience conducting environmental assessments, such as carbon assessments, energy audits, or environmental risk reviews.	**E**	**A,I**
Experience contributing to or managing environmental performance monitoring, including emissions, energy, waste, or water data.	**E**	**A,I**
Experience working with or within local authorities, combined authorities, or other public-sector bodies.	**D**	**A,I**

Experience supporting environmental reporting for internal stakeholders, senior leaders, or external regulatory bodies.	**D**	**A,I**
Experience working with project teams, contractors, or asset managers to integrate environmental requirements into project delivery.	**D**	**A,I**
Experience preparing or supporting funding applications (e.g., decarbonisation, sustainability, or energy-related grant schemes).	**D**	**A,I**
Knowledge of sustainability and net-zero principles including climate risk and resilience across the asset lifecycle (design, construction, operation, refurbishment).	**D**	**A,I**
Knowledge of carbon accounting, GHG reporting, and whole-life carbon assessment methods.	**D**	**A,I**
Understanding of energy management, energy efficiency technologies, and building performance standards. Experience of TEAMSIGMA software would be an advantage.	**D**	**A,I**
Familiarity with asset management systems, digital tools, or environmental data platforms.	**D**	**A,I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Ability to influence and engage internal and external stakeholders.	**E**	**A,I**
Excellent leadership and communication skills.	**E**	**A,I**
'Can do' attitude with capability to solve problems innovatively and efficiently.	**E**	**A,I**
Proven track record for delivery of commitments.	**E**	**A,I**
Provide constructive challenge at all levels to secure continuous improvement and best practice.	**E**	**A,I**
Ability to use MS software packages.	**E**	**A,I**
Ability to prioritise workload and manage own time.	**E**	**A,I**
Teamworking, relationship-building and influencing skills.	**E**	**A,I**
Commercial awareness and client management skills.	**D**	**A,I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and	**D**	**A,I**

efficiency of service delivery including attendance at corporate mandatory training.		
To commit to continual professional development.	**D**	**A,I**
To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.	**D**	**A,I**
To support the achievement of corporate efficiency targets and initiatives.	**D**	**A,I**
To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.	**D**	**A,I**
Flexible approach to working hours and willingness to work flexibly as and when required.	**D**	**A,I**
Ability to attend meetings, events etc inside and outside the City Region.	**D**	**A,I**

Key to Assessment Methods:

A - Application
I – Interview