

### Job Description

<b>Post title</b>	<b>Energy &amp; Sustainability Officer</b>
<b>Division / Section</b>	<b>Property and Facilities Management</b>
<b>Service Area</b>	<b>Resources</b>
<b>Responsible To</b>	<b>Energy &amp; Sustainability Manager</b>
<b>Number of post holders</b>	<b>4</b>
<b>Acting up/ Secondment</b>	<b>NA</b>

#### Purpose of Job

Responsible for the delivery of a range of projects/areas of work related to energy and sustainability strategies, solutions and policies. This will include supporting the development and implementation of energy and sustainability strategies and policies in relation to the investment, improvement, management and maintenance of the Council's operational property portfolio.

#### MAJOR TASKS/JOB ACTIVITIES

Undertake a range of duties related to energy and sustainability investment, strategy, and policy to ensure delivery outcomes and targeted savings are achieved on time and to a high standard.

Support the Sustainability Manager in the development/delivery of Energy and Sustainability strategies, policies, legislation and certification.

Take a lead role in monitoring and reporting on energy, carbon and water consumption and spend including detailed data/trend analysis, benchmarking, database management, utility contract administration and data and invoice validation.

Support the monitoring and management of utility budgets.

Carry out energy audits of Council properties including initial analysis of utility data, detailed site visits to identify energy and water saving measures, establish benchmark costs and savings and produce detailed energy audit reports.

To identify and lead on energy and water projects including developing business cases, funding applications, preparation of procurement documentation and project management.

Communicate energy and sustainability standards to contractors, building users, supply chain etc to ensure the integration of Council energy and sustainability policies, strategies and procedures into day to day operations, projects and maintenance operations.

Support the efficient operation of the Council's Building Energy Management Systems

Work collaboratively with clients, senior managers, Asset Management, FM, designers and other stakeholders to develop energy and water investment opportunities.

Work with building managers and building users across the Council estate to help raise awareness of building focussed energy and sustainability policies

Deputise or represent the Sustainability Manager and/or the Council as required.

### **Supervision and Management of People (Numbers and type of staff)**

The post holder has no responsibility for direct staff management.

### **Creativity and Innovation**

The post will assist in implementing standards, policies and procedures related to the Energy, Carbon and Sustainability to improve the operational efficiency of Council buildings.

This will involve keeping abreast of changes to Government policy, legislative drivers and technological advances to develop and inform the processes to ensure efficient operation of Council buildings.

The role will require strong analytical and data management skills to analyse and review complex energy and water profiles to determine and improve operational performance.

### **Contacts and Relationships**

Contacts will relate to the delivery of energy and sustainability policies, strategies and procedures. A key aspect of the role will be to work collaboratively with stakeholders to ensure the effective and efficient management of energy and water.

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will work with other internal departments and a range of external bodies and will require the post holder to build strong working relationships.

### **Decisions (Discretion)**

The post will make operational decisions on the delivery of energy and sustainability services and in support of energy and sustainability strategies and policies. These decisions will inform the further development and improvement of energy and sustainability services and where necessary be escalated to the Sustainability Manager and TST management team to help further inform wider strategies and policies.

### **Decisions (Consequences)**

Decisions will contribute towards the successful delivery of energy and sustainable objectives and wider FM Technical Service objectives.

The post holder shall monitor and report progress on energy and water performance, projects, utilities consumption and contracts, escalating to the Sustainability Manager as appropriate.

The post holder shall ensure awareness of legislative changes at national and local level, as well as keep abreast of best practices within the energy and sustainability industry.

### **Resources**

The post will support the management of non-staffing budgets in excess of £17million per annum relating to energy and sustainability services.

The post holder will have work on several projects varying in size and complexity.

### **Environment – Work Demands**

The post holder will be required to operate effectively in a dynamic environment. The demands of best value, partnership working and local governance arrangements will impact on the complexity of this post.

The post holder will manage and analyse complex data flows to determine operational performance and, where necessary develop and implement improvements.

The post holder will engage with stakeholders to carry out audits of building services and operational performance to determine efficiency and opportunities for investment.

### **Environment – Physical**

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities. There may be an occasional requirement for on-site activity in all weather conditions in a building maintenance and construction environment which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and regularly work from scaffolds, in confined spaces (such as attics or basements) or at heights as required. This is expected to be split 80% of time in office or meetings and 20% of time on site visits.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities however there may be times when the post holder will be required to spend time on site in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and regularly work from scaffolds, in confined spaces (such as attics or basements) or at heights.

The post holder should also ensure that their own PPE is up to date and in good working order. The Council shall provide PPE within the terms and conditions of employment.

### **Environment – Work Context**

The post holder will be required to represent the Council in professional capacity at all times.

The post holder will spend periods of time sitting in an open plan office where a desk share policy is in operation. Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines.

The post holder will require access to all areas of a building through a variety of methods including external access equipment such as scaffolds and mobile access platforms all within a properly risk assessed environment complying with health and safety & Council guidelines and policy.

The post holder will operate in accordance with the Council's Lone Working Policy.

## **Knowledge and Skills**

The post holder will be degree qualified in a suitable Energy & Sustainability related Engineering/Technical Degree with experience of working in an energy and sustainability environment. Consideration may be made where the post holder can demonstrate significant experience working successfully in a comparative energy related role.

The post holder should have strong analytical abilities with experience in collating, analysis and presented technical data.

The post holder should have experience of working in a commercially aware environment. They should also have a sound understanding of property energy investment, generation and sustainability solutions as well as a wide ranging knowledge of sustainability in a commercial environment with such a wide ranging property portfolio as the Council's.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

The post holder should also have Asbestos and Legionella awareness training. A working knowledge of construction H&S legislation is also required.