

**Person Specification**

<b>Position 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>

**Person Specification**

<b>Qualifications, training &amp; professional membership</b>	<ul style="list-style-type: none"> <li>• Qualified in suitable Energy &amp; Sustainability related Engineering/Technical degree</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Trained in Asbestos &amp; Legionella awareness procedures</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• Demonstrable commitment to continuing professional development</li> </ul>	Desirable

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

**GENERAL**

- Experience working in a commercial, energy & sustainability environment Essential
- Sound understanding of property energy investment, generation and sustainability solutions Essential
- Wide ranging knowledge of sustainability in a commercial environment with such a wide ranging portfolio as the Council Essential
- Strong and experienced analytical and data management skills to analyse and review complex energy and water profiles to determine and improve operational performance. Essential

- Strong communication (verbal and written) and interpersonal skills including ability to liaise with and convey technical information to a wide ranging customer base Essential
- Strong attention to detail Essential
- Experienced in monitoring and managing utility budgets Essential
- Experience in project management Essential
- Proficient in MS Word, PowerPoint & Excel Essential

### **LEADERSHIP**

- Ability to provide strong leadership to create a high performance culture and a clear sense of purpose. Essential
- Proven ability to lead and co-ordinate resources to achieve service priorities. Essential
- Evidence of sound financial management skills Essential
- Confident and proactive with a high level of drive, initiative and enthusiasm. Desirable

### **STRATEGY AND CHANGE**

- Experience in contributing to the development of innovative solutions Essential
- Strong communication skills Essential

### **PARTNERSHIP & ENGAGEMENT**

- Experience of working collaboratively with clients, senior managers, Asset Management, FM, designers and other stakeholders Essential
- Experience of working with external bodies Essential

### **LEGISLATION**

- Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges Desirable

- Working knowledge of construction health & safety legislation Essential
  - Working knowledge of changes to Government policy, legislative drivers and technological advances developing and informing processes to ensure efficient operation of Council buildings. Essential
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## Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

### Customer Focused

- Promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations
- Identifies opportunities to improve the delivery customer/client services
- Ensures team correctly identify customer/client needs and provide satisfactory solutions.
- Takes personal responsibility to manage customer/client relationships
- Implements service improvements
- Monitors quality of service

### Works Effectively with others

- Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
- Identifies with and has shared commitment to achieving team objectives
- Shares knowledge and information with others
- Thanks other for their contribution and efforts
- Fosters good working relationships within teams in their own departments
- Actively seeks other inputs and values their contribution

### Managing change

- Reacts positively to change
- Is flexible and adapts plans in response to change
- Prepares and supports team members during periods of change
- Constructively challenges current thinking and procedures and offers alternative solutions
- Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.

**Taking Ownership and Responsibility**

- Takes the initiative to start activities or actions
- Recognises when a decision is needed and commits to act
- Is proactive, acts quickly to address current issues
- Seeks feedback and takes appropriate action
- Takes responsibility for personal development
- Modifies own behaviour to influence different situations

**Communicating Effectively**

- Uses positive, appropriate language in all situations
- Communicates clearly and concisely to influence others
- Uses a variety of methods to communicate in the most effective manner
- Creates a positive confident impression
- Uses interpersonal skills to have a positive impact in meetings
- Keeps written messages simple.

**Planning and Decision Making**

- Regularly monitors progress and takes corrective action to ensure priorities are met
- Gathers information from several readily available sources
- Considers information objectively to establish logical options and generate solutions
- Considers options and risks before making a decision
- Determines resources and co-ordinates work logically to ensure tasks are completed effectively.