

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Energy Officer	<b>Grade:</b>	GG8	<b>Job Code:</b>	LCC763
<b>Service/Team:</b>	Housing and Property / Property Team	<b>Role Type:</b>	HYBRID	<b>Reports to:</b>	Asset Manager LCC213
<b>Line Manages:</b>	Energy Support Officer				

### Job Overview

- The Asset and Compliance Team are an integral part of the Council and are key in managing the property portfolio effectively and efficiently. Based within this team, the postholder will be responsible for the day-to-day management of the council's utility contracts. This will include the electricity, gas and water supplies across the councils commercial and corporate portfolio as well as the communal spaces within the councils housing portfolio.
- In addition, the postholder will help the delivery of the council's emerging Housing and Property Climate and Decarbonisation Strategies by overseeing the support provided to council housing tenants and assisting with the delivery of the energy improvements works of the councils housing portfolio. This will include managing targeted energy improvement projects and seeking external funding where available.

### Direct Responsibilities

- You will be responsible for the management and procurement of the council's corporate contracts for electricity, gas and water. This will include, but not be limited to:
  - Undertaking the procurement of energy and water arrangements to achieve best value and quality of service.
  - Liaising with utility supply companies to monitor the performance of contracts, taking effective steps to ensure that acceptable levels of service and value for money are achieved.
  - Completing a full reviews of the council's energy contracts to ensure accuracies within the portfolio and managing corrections where appropriate.
  - Review existing billing processes related to the council's utilities and implement improvements where appropriate.
  - Consolidation of all accounts into corporate contracts
- Work with internal departments and operational staff to ensure that the councils utility consumption and, costs are tracked monthly to ensure accurate billing and expenditure.
- Ensure all re-charging is accurate and aligned to policy. Develop tracking and reporting processes.
- Manage the monthly invoice payment and credit claiming process. Develop tracking and reporting processes.
- Manage the process of obtaining grant funding for energy and water efficiency projects, utilising specialist support externally where appropriate and beneficial.
- Support the delivery of the council's emerging Housing and Property Climate and Decarbonisation Strategies. Working closely with internal departments and overseeing the support provided to council housing tenants and assisting with the delivery of the energy improvements works of the councils housing portfolio. This will include managing targeted energy improvement projects and seeking external funding where available.
- To keep abreast of changes to government legislation in relation to political climate, demands, local news and its implications on the Service.
- Manage and support the Energy Support Officer with delivery of energy improvement projects.
- Advise and deputise for the Asset Manager as required including the preparation of documentation, recommendations and reports and the management of member, client and customer enquiries.
- Maintain and promote professional standards including high standards of behaviour, performance, quality, credibility and integrity at all times.
- Maintain up to date knowledge of professional, technical, legislative and policy matters relating to energy management, research best practice and undertake any training and development appropriate to the current and future needs of the post.

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- Identify and comply with internal and external procedures / policies / legal requirements and assist in the development of any future requirements.
- Undertake any training and development appropriate to the current and future needs of the post.
- Support the Asset and Compliance team, promoting a positive culture, providing general advice and support and deputising for managers as necessary.
- Carry out other duties and provide additional support to Asset and Compliance team, when necessary, within the overall function of the post commensurate with level and grading.

### **Primary Measurable Objectives**

- As the council's Energy Officer, you will be responsible for ensuring that the council's contracts for electricity, gas and water, are being managed effectively.
- You will provide assurance, through working with internal colleagues and regular reporting, that the council's utility costs are accurate and a fair reflection of consumption.

### **Staff Management Responsibilities**

- Energy Support Officer

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Minimum of 2 'A' level passes (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Member of relevant Facilities or Engineering institutes, e.g. IWFM, CIBSE, Energy Institute etc.</li> <li>Possession of an Energy Management (or equivalent) degree</li> </ul>	App Form, Interview, Certificate
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of energy management of a large property portfolio</li> <li>Experience of managing utilities contracts and external suppliers</li> <li>Experience of reviewing processes – with the ability to identify issues and solutions</li> <li>Experience of financial management</li> <li>Experience of analysing data and producing reports using a range of software packages.</li> <li>Experience of inputting large amounts data accurately in various Excel workbooks, core IT systems and asset management systems</li> <li>Experience of managing staff</li> </ul>	<ul style="list-style-type: none"> <li>Project Management and the ability to deliver under pressure.</li> <li>Ability to produce performance and service data.</li> <li>Experience of data analytics and system interrogation</li> <li>Experience of managing externally funded projects</li> </ul>	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>A thorough understanding of Energy Management</li> <li>Extensive experience of working with spreadsheets/databases and core IT systems</li> <li>Highly organised and able to manage a complex workload.</li> </ul>	<ul style="list-style-type: none"> <li>Good working knowledge of building management controls/systems and their role within the discipline of energy management</li> </ul>	App Form, Interview

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<b>Personal Attributes</b> Including Interpersonal & Communication Skills	<ul style="list-style-type: none"> <li>• To confidently communicate with a range of internal/external customers, suppliers, contractors and colleagues – by telephone, e-mail or face to face.</li> <li>• To be self-motivated, flexible and willing to undertake a range of differing functions</li> <li>• To be a team player and prepared to cover for other colleagues in the event of absence through leave or sickness</li> <li>• Well organised and able to work under pressure to meet specific timescales for completion of tasks/duties</li> <li>• Ability to work with multiple software packages e.g. MS Outlook, MS Word, MS Excel, SharePoint, MS PowerPoint, Power BI, and produce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to improving efficiency and environmental impact.</li> <li>•</li> </ul>	App Form, Interview
<b>Special Requirements/Other</b>			App Form, Interview

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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	