



Role Profile

Job Title: Energy & Innovation Lead	Role Profile Number: ENH170
Grade: Q	Date Prepared: 24th June 2021
Directorate/Group: Operations	Reporting to:
Structure Chart attached: Yes	Yes

Job Purpose

The post holder, part of the operations delivery team, will support the commissioner to identify, commission and deliver strategies for the improvement of the Council's stock, ensuring that sustainability, carbon reduction and thermal efficiency is at the heart of our property improvement model. Responsible for overseeing the assessment of dwellings to create and manage ongoing and future refurbishment projects. The post holder will lead in the specification, monitoring, and evaluation of energy efficiency measures undertaken within these projects in accordance with PAS 2035.

Key Accountabilities

- Lead and advise on project delivery by ensuring PAS 2035 compliance.
- Liaising with external contractors, designers and technical services as necessary.
- Liaising with internal and external stakeholders to resolve issues and identify system/process improvements.
- Identifying and lead on future grant funding opportunities.
- Completing compliance checks of project documentation and evidence for multiple concurrent PAS 2035 projects.
- Responding to communication and enquiries from customers, members of the public and Councillors
- Determine, promote and implement work packages, including the technical design and specification
- Initiating contact with installation teams when required and be the point of contact to answer any of their questions regarding design choices.
- To provide a framework to monitor and assess the quality of work carried out and carry out an agreed number of site visits at appropriate points.
- Provide guidance on commissioning
- Undertake option appraisals of general purpose and sheltered housing stock for improvements, conversion or disposal
- Champion Carbon reduction and Sustainability and ensure this is at the forefront of the asset management strategy

- Maintain and keep up to date stock condition and energy databases
- Champion and participate in change programmes, and initiative, creative ways of working
- Attend public meetings with tenants, leaseholders and building users both during and out of normal office working hours and at weekends including preparing and presenting reports and briefings at such meetings
- Provide evidence to the Health and Safety Executive and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council
- Participate in developing strategies, initiatives and concepts including producing detailed solutions that improve the overall property repairs and maintenance service delivery
- Prepare and present formal reports

Supplementary Accountabilities

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice including arranging training for staff
- Manage staff including interviews, appointments and evaluation of performance
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Prepare formal reports on compliance with the Decent Homes Standard (DHS), local standards and energy efficiency measures
- Deputise for colleagues to ensure essential service delivery cover is maintained
- Participate in continuous professional development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- DEA qualified - Experience in domestic energy efficiency.
- Knowledge and understanding of PAS2030/ PAS2035.
- Construction industry experience such as working as a Contractor, Surveyor, Site Manager/Agent or Clerk of Works etc.
- A good understanding of the principles of Building Physics as relating to the fabric of existing buildings and the potential consequences of retrofit energy efficiency measures.
- A good understanding of a range of building services systems - particularly heating, Insulation and ventilation systems.
- Knowledge of planning and building control regulations
- Working knowledge of IT based systems including databases

Qualifications

- Level 5 Diploma in Domestic Retrofit Coordination and Risk Management or equivalent experience.

Decision Making

- Approving expenditure for planned maintenance and improvement work to council homes
- Deciding on the most effective solutions from housing options appraisals
- Assisting in appointing staff and terminating employment

Creativity and Innovation

- Maintaining an up to date risk register to effectively manage risks with mitigating actions
- Identifying investment in wider community proje
- Identifying and introducing service improvements
- Innovative in obtaining additional funding to improve homes
- Producing communication presentations and articles

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• 100-200 jobs pa – Circa £2m Works Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Logging and completion of works relating to stock components• Premises inspections and maintenance• Payment of completed works orders	Budget Holder Responsibility Asset Responsibility:	Yes/No Yes 10,300 Council owned property and 300 corporate and Operation Buildings
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- *Liaising with external consultants to analyse the performance of housing assets*
- *Maintaining good relations with tenants and leaseholders of Council owned property*
- *Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges*
- *Working with operations colleagues, surveyors and engineers to advise on energy innovation and asset management strategy.*
- *Managing specialist consultants and contractors including software providers*
- *Giving specialist and general property advice to local Councillors and Members of Parliament*
- *Producing policies, standard letters, written reports, presentations and form templates*

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- Telephone and face to face dealings with tenants, leaseholders, Councillors and wider stakeholders about the asset management strategy and investment plan to the Council's housing stock
- Managing and negotiating contractual claims with consultants and contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	