

Job Title: Energy Officer	Role Profile Number: SBC_12033
Grade: CFL8	Date Prepared: 9 January 2024
Directorate/Group: Property Assets	Reporting to: Energy Manager
Structure Chart attached:	No

Job Purpose

This role is responsible for supporting the Energy Manager with utility contract management, ensuring the Council can demonstrate best value for money in its utility procurement. The role will be expected to be self-directing from the outset and take full responsibility for their role whilst also supporting the Energy Manager with provision of data and progress reporting against the Council’s Net Zero Emissions Action Plan. The role will also be responsible for keeping track of the Council’s energy consumption with a particular focus on reducing water leaks identified and organising repairs to mitigate this promptly.

Key Accountabilities

- Undertake a range of duties related to energy to ensure delivery outcomes and targeted savings are achieved on time and to a high standard.
- Lead on monitor water consumption on the Council owned building supplies and ensure that water leakage identified is reduced and that repairs to address water leakage is undertaken diligently and promptly.
- Continuously review energy consumption and undertake site visits and meter readings as required to monitor and manage energy consumption in order to minimise the costs to the Council and maximise any saving opportunities.
- Support the monitoring and reporting on energy, carbon and water consumption and spend including utility contract administration and invoice validation.
- Lead on communications with water contract providers to ensure the Council is invoiced accurately for charges and errors in billing are corrected.
- Undertake the monitoring and management of utility budgets and support the Energy Manager with the procurement of utility contracts such as the gas and electricity supplies equal to c£10M per annum supplied by c1500 separate meters.
- Lead on transferring any private water network to Thames Water absolving the Council of future liability and revenue cost through capital investment including the development of business cases for investment in the energy infrastructure.
- Support the Energy Manager on energy and water supply projects including funding applications, preparation of procurement documentation and project management.
- 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.

Supplementary Accountabilities

- Support responses to energy-related Freedom of Information Requests.
- Attend information events and meetings outside normal office working hours as and when required.
- Participate in continuous professional development.

Knowledge & Experience

- The post holder should have substantial experience of working in a commercially aware environment. They should also have a sound understanding of commercial and domestic property energy contracts and usage preferably within a commercial environment with a multi site local authority property portfolio.
- Experience of energy monitoring and management activities, using energy monitoring software (e.g. SystemsLink) and/or Building Management Systems.
- Experience of local authority procurement processes or within a similar large commercial organisation

Qualifications

- Degree or diploma in an energy management/related field or equivalent significant experience working successfully in a comparative energy related role.

Decision Making

- The post holder will need to be able to utilise their technical knowledge to put in place measures to reduce energy consumption for the Councils operations.

Creativity and Innovation

- Identifying and introducing service improvements.
- Producing communication presentations and articles.

<u>Job Scope</u> Number and types of jobs managed Typical tasks supervised/allocated to others	Budget Holder Asset Responsibility:	Contribution towards responsibility for ensuring that supplies for utilities are correctly incurred and recharged for electricity - main contract £6M and small supplies £150K; gas contract £4M; water £1M SystemsLink energy management software
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Contacts and Relationships

- The post will have contact with managers, staff across the Council and external partners.
- The post will have contact with Councillors in regard to energy usage, its management and monitoring.

Other Key Features of the role

- Managing and negotiating contractual claims with contractors.
- Ability to make site visits to inspect building premises and read energy meters throughout the Borough.

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