**Sustainability Technical SME Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Sustainability Technical SME | **Grade**:  MG1 |
| **Section:**  Property Services | **Directorate:**  Housing and Regeneration |
| **Responsible to following manager:**  Head of Energy and Sustainability | **Responsible for following staff:**  0 |
| **Post Number/s:**  1 | **Last review date:** |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Technical SME will initiate and manage multiple programs and projects using effective time management skills and personal impact to drive complex activities across the organisation. The Technical SME supports all the SSA’s sites.

This role will drive continuous improvement of HVAC systems and actively participate in the design and implementation of Improvement Strategies. The goal is to increase efficiency, uptime, and provide support to operational areas with an emphasis on short- and long-term reliability improvements.

**Specific Duties and Responsibilities**

* Develop, execute, and manage programs focused on the implementation of sustainable HVAC and mechanical system solutions across different operational sites.
* Work independently to successfully deliver program goals, seeking guidance as needed and making connections to the right people or technologies as required.
* Oversee the delivery of capital projects related to the sustainability, from scoping and design to construction and commissioning working with colleagues in the PMO and Building Services Teams.
* Collaborate closely with internal and external stakeholders, including technology providers, customers, partners, and vendors, to deliver complex/cross-functional projects.
* Identify and drive improvements in HVAC and mechanical and electrical systems to increase energy efficiency, reduce environmental impact, and enhance performance.
* Provide advice on technical leadership on HVAC and mechanical system design, installation, operation, and maintenance of sustainability projects.
* Monitor, evaluate, and report on the performance and efficiency of HVAC systems
* Stay up to date with the latest sustainable technologies and industry trends and ensure compliance with relevant regulations and standards.
* Review engineering designs & drawings, construction and commissioning documentation and perform system inspections of sustainability projects for construction quality, safety and regulatory compliance.
* Analyse operational data, KPIs, OEE, etc. to identify gaps and areas of potential improvement.
* Actively participate in design and implementation of Decarbonisation Strategies for systems to improve performance and uptime.
* Management of the Salix PSDS application and project selection and overseeing the successful application process and delivery of programme.
* Management of the measuring and verification of decarbonisation projects.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

N/A

**Team structure**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

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| --- | --- |
| **Job Title:**  Sustainability Technical Subject Matter Expert | **Grade**:  MG1 |
| **Section:**  Property Services | **Directorate:**  Housing and Regeneration |
| **Responsible to following manager:**  Head of Energy and Sustainability | **Responsible for following staff:**  0 |
| **Post Number/s:**  1 | **Last review date:** |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Familiarity with building and or process heating/cooling load calculations to derive HVAC equipment specifications. |  |  | **I** |
| Understanding of psychometrics, thermodynamics, heat transfer, and fluid dynamic processes and their relation to HVAC related applications. |  |  | **T** |
| Understanding of psychometrics, thermodynamics, heat transfer, and fluid dynamic processes and their relation to HVAC related applications. |  |  | **I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience in managing multiple programs / projects, using effective time management skills and personal impact to drive complex activities across the organisation. |  |  | **I** |
| Experience of delivering DH Design / Energy Option Studies / Energy Audits / Decarbonisation strategies |  |  |  |
| Experience preferably in a supervisory or project management role in the installation of utilities, decarbonisation and infrastructure in new construction and existing building. |  |  | **I** |
| Experience testing/troubleshooting using a range of devices, to identify and report out on base building systems. |  |  | **I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Technically proficient in Microsoft packages |  |  | **I** |
| Ability to interpret data and reach  appropriate conclusions in a defined timeframe |  |  | **I** |
| Strong organisational/time management skills, with the ability to work under pressure and handle competing priorities in meeting deadlines and commitments |  |  | **I** |
| Strong analytical and problem-solving skills |  |  | **I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Bachelor’s Degree in an engineering or relevant technical discipline. |  |  | **C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**