**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Energy and sustainability officer | **Grade**:  |
| **Section:** Facilities management  | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Environment and Sustainability Manager | **Responsible for:**As directed temporary staff/trainees |
| **Post Number/s:** 2 | **Last review date**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

* Responsible for the delivery of a range of projects/areas of work related to energy and sustainability strategies, solutions, and policies. This will include supporting the development and implementation of energy and sustainability strategies and policies in relation to the investment, improvement, management, and maintenance of the Council’s property portfolio and schools.
* Assist with the delivery of actions and objectives set out in the Richmond Climate Emergency Strategy and the Wandsworth Environment Strategy support the creation and promotion of sustainability activities and tools aimed at transforming operations within the Council and schools to achieve real sustainability change.

Specific Duties and Responsibilities

* Project manage energy and sustainability initiatives ensuring effective delivery through cross department working within the Council/schools and with partners, assisting internal and external project teams as required.
* Manage the preparation of regularly scheduled reports and the preparation of data for inclusion in the submission of national and local indicators regarding energy and CO2 emissions.
* Conduct site visits and ensuring projects are on track, meeting with stakeholders virtually and physically and undertaking building audits and inspections.
* Analyse and review complex energy and water profiles to determine and improve operational performance. Manage monitoring building energy performance and targets identifying and eliminating wasteful practices to reduce consumption and generate utilities savings.
* Conduct research as required in areas of corporate interest to green or eco-technologies, including low carbon heat sources, waste and water management and electrification of operational fleet.
* Communicate energy and sustainability standards to contractors, building users, supply chain etc to ensure the integration of Council energy and sustainability policies, strategies and procedures into day-to-day operations, projects, and maintenance operations.
* Tracking and communicating key milestones to the wider team and reporting progress ensuring progress is in line with corporate objectives and eet achievable goals to align with relevant benchmarks, with the aim to achieve a clear pathway to reach Net Zero.
* Contributing to the overall development of our portfolio programme and asset optimisation services, coordinating as needed with data management, strategy, and technical consulting colleagues
* To lead on, and work with, the Energy and sustainability manager on the development of the Council's energy planning policies to ensure CO2 reduction, renewable energy targets and income from the associated Feed-in-Tariffs are met.
* Manage complex funding applications for Council building and schools to internal steering group and central government/ charities to deliver corporate objectives.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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**Additional Information**

* As required undertakes a supervisory role for temporary members of staff and/or trainee posts and provides client-side services where work is contracted.
* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

**Team structure**

**Person Specification**

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| --- | --- |
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| **Post Number/s:**1 | **Last review date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** |  |
| **Assessed by A, & I/ T/ C (see below for explanation)** |  |
| **Knowledge**  |
| Working knowledge of changes to Government policy, legislative drivers and technological advances developing and informing processes to ensure efficient operation of Council buildings. | A&I |
| In particular, extensive experience with the Microsoft Office suite of products, with the ability to prepare written reports and other correspondence | A&I |
| Knowledge of ISO Standards and requirements inc. ISO14001, ISO50001 | A&I |
| **Experience**  |
| Experience in developing energy management and sustainability in local government or construction, including stakeholder management in project/service development.  | A&I |
| Proven project management skills including the demonstrated ability to deliver agreed outcomes, and demonstrated time management and organisational skills, with proven ability to prioritise competing demands. | A&I |
| Experience of managing and maintaining complex sustainability data collection and analysis, interpreting, collating and reporting relevant data. | A&I |
| **Skills**  |
| Demonstrable ability to use IT applications to manage and manipulate information and for researching information from a variety of sources to present it in a consistent, concise and understandable way.  | A & T |
| Strong analytical abilities with experience in collating, analysis and presented technical data. | A&I |
| Ability to manage complex workloads, achieving targets, and responding flexibly to changing needs and priorities, often with limited supervision. | A&I |
| Ability to form and manage effective stakeholder relationships, with good negotiating skills that have led to positive outcomes. | A&I |
| Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner. | A&I |
| Ability to oversee the delivery of projects / programmes and/or leading reviews of energy management systems and making recommendations for change. | A&I |
| Ability to exercise effective judgement within constrained timescales and resources, within a highly scrutinised and regulated environment. | A&I |
| **Qualifications**  |
| Possess an environmental degree / diploma or working toward completion in a relevant environmental subject i.e. Sustainability / Environmental Management. Electrical installation/ Buildings Services City and Guilds Qualification | A&C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**