

**NEIGHBOURHOOD SERVICES PLANNING AND PUBLIC PROTECTION**

**PROPERTY MANAGEMENT GROUP – ENERGY MANAGEMENT**

**ENERGY and CARBON REDUCTION MANAGER**

**SALARY: £37,890 - £42,821 Grade 9 SCP: 34 – 39**

We are looking for a highly organised, enthusiastic and motivated person with the experience to lead the Energy Management Team.

You will be providing a professional energy management and advice service to the Council supporting the development, delivery and promotion of the Council’s Corporate Plan Objectives that have regard to Climate Change/Carbon Reduction strategies and associated work concerning climate change mitigation and adaptation as well as other carbon reduction, energy and sustainability projects.

This will be achieved by providing strategic, technical and professional support to external stakeholders, Members and colleagues, and in particular, Senior Leadership Team, Cabinet, Executive Member and the Cleaner Overview and Scrutiny Committee.

Also by co-ordinating and advising on energy management / carbon reduction issues in line with county, regional, Wales, and UK-wide strategies, policies, plans and programmes.

You will need to develop, implement and monitor the Council’s energy strategy, work with external funding teams to identify relevant funding programmes and lead on or contribute to bids where appropriate, manage the SALIX invest to save fund for the Council and arrange the payments of utility across the council’s estate.

As the successful candidate you will be able to demonstrate a career background in carbon reduction, energy conservation, environmental conservation and sustainability issues in public organisations and the wider community and have Relevant Degree in carbon management e.g. climate change, energy, environmental science.

For an informal discussion, please contact Paul Evans, Property Management Group Leader on 01495 7661.

Torfaen promotes Family Friendly Policies utilising home working and flexible hours, where appropriate.

**You are welcome to submit your application in English or in Welsh. Each application will be treated equally.**

Please e-mail completed applications to recruitment@torfaen.gov.uk

**Closing Date: 12 noon on 20th July 2021**

****Post Ref: REQ002809-2007**

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|  **JOB DESCRIPTION**  |
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| **Position Details** |
| Position Title: Energy and Carbon Reduction Manager |
| Grade: 9 |
| Section:  | Service Area: NSPPP |
| Responsible To: Property Management Group Leader | Responsible For: Energy Officer and Technical Support Energy |
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| Job Evaluation ID 2936 | Date Issued: Feb 21 |

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| **Job Purpose** |
| To provide a professional energy management and advice service to the Council in regard to the development, delivery and promotion of the Council’s Corporate Plan Objectives that have regard to Climate Change/Carbon Reduction strategies and associated work concerning climate change mitigation and adaptation as well as other carbon reduction, energy and sustainability projects. |

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| **Principal Accountabilities and Responsibilities** |
| To promote and deliver energy/carbon reduction issues by initiating, developing and leading specific aspects of the Authority and county-wide strategies, policies, plans (in particular regard to the development of the Net Zero Carbon Plan and Welsh Government targets of net zero carbon public sector by 2030), programmes and projects.To deliver on energy management and carbon reduction across all the Council’s functions by initiating, coordinating, monitoring and reporting on energy and resource (incl. water) issues.To provide professional and technical advice on carbon reduction, energy management and best practice to the Authority, colleagues, partners and the community on a wide range of issues relating to contemporary approaches to climate change, carbon reduction and energy management.To provide strategic, technical and professional support to internal and external stakeholders and Members by co-ordinating and advising on energy management/carbon reduction issues in line with county, regional, Wales, and UK-wide strategies, policies, plans and programmes.Represent the Council as required at internal and external meetings and partnerships to promote the Council’s work on Climate Change, carbon reduction and energy management.Plan and undertake research (including data gathering and analysis), reports and literature in regard to the issues of climate change, carbon reduction, energy and sustainability.Plan and undertake projects to deliver the Council’s objectives to address climate change and carbon reduction including renewable projects.To work with colleagues to develop an appropriate monitoring and reporting framework for climate change and build on the current energy and sustainability related activity.Advise members and colleagues, and in particular, Senior Leadership Team, Cabinet, Executive Member and the Cleaner Overview and Scrutiny Committee, on developing and implementing the Council’s approach to climate change, carbon reduction and related matters.To develop, implement and monitor the Council’s energy strategy for its own building portfolio.To prepare reports for Cabinet and Council in relation to the energy strategy.To work with external funding teams to identify relevant funding programmes and lead on or contribute to bids with analysis and data where appropriate.To work with the finance service to identify funding opportunities for internal projects via internal and external funding.To manage the SALIX invest to save fund for the Council.To provide estimates for the finance section in relation to annual consumption costs and contract prices.To prepare (or where appropriate procure) Display Energy Certificates and Energy Performance Certificates for Council buildings where these are required by statue.To represent the Council on the Welsh Purchasing Consortium energy purchasing forum and to advise the Council in respect of energy contracts |

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| **Resources/Equipment/Material** |
| The post-holder will be responsible for the tools and equipment utilised in undertaking the role including laptop, mobile phone, camera, measuring equipment. |

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| **Supervision/Management of People** |
| Management of the Energy Officer and Technical Support Officer Energy |

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| **Special Working Conditions** |
| The post-holder will be required to travel and make visits to properties within the authority’s property portfolioThe post-holder will be required to wear appropriate personal protective equipment in accordance with requirements of the Personal Protective Equipment at Work Regulations. |

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| **General** |
| * To observe confidentiality in all aspects of work.
* To participate in the service area’s supervision process and/or Corporate Appraisal process.
* To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
* Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
* To adhere to the terms of the Alternative Working Strategy should the post be eligible.
* To work within the Councils’ policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
* You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay.
* To accept that this job description may be periodically subject to review.
* To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.
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**PERSON SPECIFICATION**

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| Position Title: Energy and Carbon Reduction Manager | Date: Feb 21 |
| For office use only  |
| Shortlisted By:  |
| Name of Candidate: | Date:  |

**Please note you will need to meet the essential criterion to be invited for interview.**

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| **Requirements** | **Selection Method** |
| **Essential or Desirable** | **Score** | **Tested at Interview and/or Application Form** |
| **Education/Qualifications/Knowledge** |
| 1.1 Relevant Degree involving carbon management e.g. climate change, energy, environmental science & technology or ability to demonstrate competence through relevant experience.  | **E** |  | **AF** |
| 1.2 Knowledge and experience of carbon reduction, energy, environmental and sustainability issues in public organisations and the wider community. | **E** |  | **AF/I** |
| 1.3 Knowledge of local government services | **D** |  | **AF/I** |
| **Experience** |
| 2.1 Significant relevant work experience in a related area. | **E** |  | **AF** |
| 2.2 Experience of report writing and the ability to present complex data and technical concepts in a clear and accessible manner. | **E** |  | **AF** |
| **Skills and Abilities** |
| 3.1 Appropriate ICT skills including experience in using Microsoft Office products | **E** |  | **AF** |
| 3.2 Excellent analytical, statistical and data interpretation skills using a range of relevant tools. | **E** |  | **AF** |
| 3.3 Work planning skills and the ability to work autonomously and as part of a team. | **E** |  | **AF/I** |
| 3.4 Flexibility to work on several projects simultaneously, with the ability to prioritise and re-prioritise in order to meet deadlines efficiently | **E** |  | **AF/I** |
| 3.5 Evidence of excellent oral and written communication and presentation skills, with a confident, friendly and professional manner. | **E** |  | **AF/I** |
| 3.6 Demonstrate an aptitude for effective visual/infographic communications. | **D** |  | **AF/I** |
| **Personal Attributes** |
| 4.1 Friendly personality, enjoys meeting the public and dealing with enquiries | **E** |  | **I** |
| 4.2 A self-starter with the mental agility to think quickly and act on their own initiative and an organized, analytical approach. | **E** |  | **AF/I** |
| **Circumstances** |
| 5.1 Ability to travel in a timely manner to meet the needs of the Service | **E** |  | **AF/I** |
| 5.2 Must be able to be flexible with working hours for occasional evening meetings. | **E** |  | **AF/I** |
| **Total Short Listing Score** |  |

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria