

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |   |      |       |
|-----------------------|---|------|-------|
| Job Title:            | Environmental & Energy officer  | JEID | R0339 |
| Salary Grade:         | Grade H   |      |       |
| Team:                 | Resources Governance & Policy   |      |       |
| Service Area:         | Strategic Assets / Strategy Policy, Performance Team  |      |       |
| Primary Location:     | Shire Hall  |      |       |
| Political Restriction | This position is not politically restricted.  |      |       |
| Responsible to:       | Tier 4b – Environmental & Energy Lead   |      |       |
| Responsible for:      | Supporting the Implementation of Environmental and Energy Strategy's and Policy's aligned to the Climate Change initiative, Statutory legislation and best practice guidance. |      |       |

#### Role Purpose

You will provide a level of expertise to ensure Warwickshire County Council has a robust environmental management system which addresses all its statutory and compliance obligations and to minimise the adverse effects of the County's activities on the environment.

In addition you will support in shaping how the Council responds to new and emerging environmental/energy challenges and opportunities.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

#### Role Responsibilities

- Support with implementing WCC's Environmental and Energy Strategy's & Policy's
- Support with delivering initiatives to support the Councils Climate Change Emergency and Zero Carbon targets
- Support with managing and monitoring a certified Environmental and Energy Management System such as ISO14001.
- Be lead MEES EPC assessor for Council's portfolio, working with Strategic Assets Surveyors to ensure that any improvement works are identified and raise awareness to Team Lead to enable the Annual Energy Improvement Work Programme to be established.

- Commissioning Display Energy Certs for Councils public buildings
- Reviewing Solar PV FiT tariff rate details for all installations and issue tenants invoices for solar PV installations
- Support with Implementing and managing Renewable Energy initiatives, such as Solar Together; Switch and Save.
- Reviewing water contract for WCC building portfolio before going out to tender and consider cost implications for AMR installation
- Analyse and interrogate SystemsLink and other energy and water related data and consumption histories on a regular basis data to detect exceptions, identify & rectify errors & anomalies in consumption and to identify improvements and cost saving opportunities.
- Develop cost and consumption benchmarks to identify other energy saving opportunities aligned to scope 1-3 Green House Gas Protocols
- Collate data and provide information in a manner which would enable WCC to comply with any carbon reporting, energy consumption related Freedom of Information (FoI) and Environmental Reporting Regulations requests as required.
- Assist in the development, implementation and delivery of Environmental & Energy projects
- Support the Environmental internal auditor team from officers within WCC.
- Support with developing and implementing work programmes, ensuring work is delivered in accordance with the agreed timescales.
- Assist in the production of environmental management plans
- Assisting with the collation, analysis, benchmarking and reporting of energy data from a variety of sources including meter readings, invoices, smart meter data and the building energy management system and helping to resolve queries
- Maintaining the Energy Management System Database (Systemslink)
- Undertaking duties, responsibilities and training allocated by the Environmental & Energy Team Lead as required within the scope of the grade
- Carrying out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service deliver
- Maintain awareness of current and developing trends (statutory or otherwise) in the functions under the post-holder's control to ensure the implementation of such matters into the business planning and environmental performance management framework
- Help monitor changes in energy related legislation, the energy market and future technologies which will / could impact on energy consumption at the council
- Provide technical expertise to the Energy and Environment Team in developing bespoke spreadsheets and analytical tools to allow monitoring and reporting on economic and carbon performance of energy projects and implemented measures, to secure funding and meet targets (eg SALIX, Carbon Foot printing, Government and Internal Reporting)
- Represent the Energy Team at internal and external meetings and contribute to the development of the team business plan and activities.
- Manage the Energy and Environment Team Mailbox and other sources of info; highlighting emerging E&E issues to the wider Team (eg renewals, due dates etc)
- Identification of energy efficiency opportunities inc behavioural changes on energy use, via management of the Buildings Energy Management System
- Supporting on data gathering and reporting of Energy and environmental metrics to management e.g. office waste / incidents/ non conformities

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|  |      |
|--|------|
| Educated to Degree level or equivalent   | A, D |
| Have an interest in Environmental issues, relevant legislation and renewable energy sources  | A, I |
| Able to communicate effectively with both colleagues and customers, either in person, on the phone or via email/digital correspondence and understand the need for appreciating confidentiality where required | A, I |
| Be proficient in the use of IT software e.g. Microsoft Office, email, plus the capability and willingness to use how to use software/databases associated with this role                                       | A, I |
| Experience of supporting the preparation of tenders / contracts / budgets / contract management  | A, I |
| Ability to summarise and communicate complex technical information   | A, I |
| Good organisational and time management  | A, I |
| Have an attention to detail  | A, I |
| Strong communication skills  | A, I |
| Ability to travel county-wide for site surveys (including access to potentially difficult locations) and for meetings with suppliers, financiers and independent specialists                                   | A    |

Assessed By:

### Desirable Criteria

|  |      |
|--|------|
| Member of IEMA   | A    |
| Hold a degree in relevant Environmental Science subject  | A, D |
| Hold an accredited environmental or energy auditing certificate  |      |
| Experience of identifying and prioritising project opportunities plus financing and related accounting concepts. Knowledge of financial accounting concepts, e.g. NPV, IRR, ROI. | A, I |
| Experience in the use of SystemsLink   | A, I |
| Knowledge of building related mechanical and electrical power / heating systems  | A, I |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

|  |   |
|--|---|
| not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section. |   |
| <input type="checkbox"/> Provision of personal care on a regular basis   | <input type="checkbox"/> Driving HGV or LGV for work  |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects  | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis   | <input type="checkbox"/> Restricted postural change – prolonged sitting   |
| <input type="checkbox"/> Lone working on a regular basis   | <input type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work  | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> Rotating shift work   | <input type="checkbox"/> Manual cleaning/ domestic duties   |
| <input type="checkbox"/> Working on/ or near a road  | <input type="checkbox"/> Regular work outdoors  |
| <input type="checkbox"/> Significant use of computers (display screen equipment)   | <input type="checkbox"/> Work with vulnerable children or vulnerable adults   |
| <input type="checkbox"/> Undertaking repetitive tasks  | <input type="checkbox"/> Working with challenging behaviours  |
| <input type="checkbox"/> Continual telephone use (call centres)  | <input type="checkbox"/> Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)   | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> Work requiring respirators or masks   | <input type="checkbox"/> Work with vibrating tools/ machinery   |
| <input type="checkbox"/> Work involving food handling  | <input type="checkbox"/> Work with waste, refuse  |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids  | <input type="checkbox"/> Face-to-face contact with members of the public  |
| <input type="checkbox"/> Other (please specify):   |   |