

## Job Description

<b>Job title and post number</b>	(Climate) Carbon Reduction Officer
<b>Service Area and Directorate</b>	<i>Executive, Corporate Services and Partnerships</i>
<b>Reports to</b>	Pam Brown Director of <i>Executive, Corporate Services and Partnerships</i>
<b>Direct reports</b>	<i>Arron Johnson Executive and Partnership Manager</i>
<b>Grade</b>	Grade 8 (To be determined)
<b>Salary range</b>	£29,227 to £33,257 per annum

### Job purpose

Act as a central resource for energy related enquiries and assist in the planning and delivery of the Council's Decarbonisation Plan to achieve net zero carbon by 2050. To lead the Council's response to the Climate Change agenda and co-ordinate with external stakeholders including engagement and collaboration on priorities and plans.

Carry out data collection and energy audits across the council's portfolio of properties.

The role will include a specific focus on education and training for all stakeholders in the use and understanding of the energy systems and the Council provides.

### Duties and responsibilities

To maximise opportunities available for the Council and for residents through working in partnership and implementing energy efficiency measures. Including engagement with relevant change networks and forums at local, regional and national levels to help inform and add value to the Council's actions to tackling Climate Change.

To support development, implementation, and communication of the Council's Carbon Reduction Plan. Ensure that the Strategies including Partnership Strategies, Service Plans and Council Policies, have a focus on reducing carbon emissions and energy consumption of the Council and wider district.

To act as the Council's technical expert and provide appropriate training to internal staff and partners to promote better understanding of climate change and how it will affect services and people.

Promote the success of the council and partners in tackling climate change locally.

To lead on the development, delivery and monitoring of reports, action plans and targets.

To performance manage activities use effective reporting and KPI's to monitor service provision, quality and ensure adherence to policies and statutory, regulatory, and corporate requirements.

Using highly developed personal influencing, counselling, negotiating and persuasive skills to develop and foster positive professional relationships with internal and external stakeholders to ensure the adoption and development of climate change and sustainability policies.

Ensure up to date knowledge is maintained in terms of the latest research and approaches to tackling climate change. Plan and manage personal development, undertake any relevant training, and attend external seminars / conferences as required.

Proactively identify, secure and lead on funding sources to support the Councils climate change ambitions by identifying, preparing, and submitting external funding bids as and when opportunities arise to fund energy efficiency, renewable energy and carbon reduction measures (direct and indirect funding).

Providing support, research, and advice to colleagues to maximise opportunities for reducing the councils carbon emissions. Identify ways, and encourage others, to make a positive contribution to the improvement of service delivery aligned to the Carbon Reduction Plan, strategy, and policies.

Provide appropriate training to internal staff to promote better understanding of climate change and how it will affect services and people.

Undertake all duties necessary to ensure the efficient administration of the Council's energy contracts and budgets including (but not exhaustive); bill payment, monitoring energy use in all non-domestic Council assets, keeping clear, accessible and up to date accurate records (predominantly computer based), identifying and investigating any anomalies in energy demand and identify solutions, carry out all yearly returns on the Council's energy consumption and produce regular reports showing energy performance data including trend analysis for all Council assets and energy reduction/management projects.

### **Working conditions**

To be prepared to work outside normal working hours.

### **Physical requirements**

(If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.)

## Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Approved by:</b>	Pam Brown Director of <i>Executive, Corporate Services and Partnerships</i>
<b>Date approved:</b>	<i>Draft issued 22/08/2023</i>
<b>Reviewed:</b>	

# BOLSOVER : PERSON SPECIFICATION

**Position:** (Climate) Carbon Reduction Officer

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<p><b>Education:</b></p> <p>A good standard of education at Degree standard or equivalent with good literacy and numeracy, either through qualifications or experience, i.e., GCSE in Mathematics and English Language (Grade C or equivalent) in order to carry out daily tasks.</p>	<p><b>Education:</b></p> <p>Relevant Degree</p>
<p><b>Relevant Job Knowledge:</b></p> <p>Able to provide advice and guidance to other employees of the Council and the general public on issues such energy efficiency, renewable energy, relevant legislation and carbon management.</p> <p>Good communication skills including presentation of complex information clearly and effectively using a range of techniques, adapting style depending on the audience.</p> <p>Able to produce effective written documents (reports, briefing notes, policy/strategy relating to energy efficiency, renewable energy and carbon reduction measures) including ability to develop and implement new / revised processes.</p> <p>Advanced Practical and Procedural Knowledge of current energy policy and energy legislation, and renewable technologies both nationally and locally.</p> <p>Full understanding and deliver locally the government target for Net Zero by 2050.</p> <p>Effective Communication and Positive Influencing Skills.</p> <p>Highly organised with attention to detail.</p>	<p><b>Relevant Job Knowledge:</b></p> <p>Practical experience of the efficient administration of energy contracts and budgets including monitoring and analysing energy use.</p> <p>Experience of developing, submitting and securing external funding opportunities and managing budgets</p>
<p><b>Qualifications: (Including Membership of Professional Bodies)</b></p> <p>A technical degree in an energy related subject e.g., energy, mechanical and electrical, environment or other building degree or relevant demonstrable experience.</p>	<p><b>Qualifications: (Including Membership of Professional Bodies)</b></p> <p>City &amp; Guilds Energy Awareness 6281 – 01</p> <p>Process/project management qualification</p>

<p><b>Work Experience:</b></p> <p>Experience of understanding complex technical issues relating to energy efficiency, renewable energy and carbon reduction measures.</p> <p>Experience of sourcing external funding to support projects that focus on energy efficiency, renewable energy and carbon management.</p> <p>Good knowledge of the application of climate change and low carbon related issues and the ability to communicate this information to a diverse audience base.</p> <p>Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.</p> <p>Proven ability to manage own workload and to balance competing priorities.</p>	<p><b>Work Experience:</b></p> <p>Proven practical experience of working for a Local Authority, Housing Association or similar organisation.</p> <p>Proven practical experience of producing corporate policies and procedures and other written documentation.</p> <p>Proven practical project management experience.</p>
<p><b>Other Requirements of the Job:</b></p> <p>Natural enthusiasm and interest in the subject matter</p> <p>The ability to demonstrate strong customer focus and a commitment to service improvements.</p> <p>Own transport/current full driving licence although alternative arrangements may be agreed with applicants with a relevant disability.</p> <p>Proven ability to communicate well both orally and in writing to a variety of groups including Elected Members.</p>	<p><b>Other Requirements of the Job:</b></p> <p>Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.</p>
<p><b>Other Requirements of the Job:</b></p> <p>Ability to work both within a team environment and on own initiative to competing deadlines displaying good organisational skills, tact and discretion at all times.</p> <p>Ability to form constructive relationships with a broad range of stakeholders, service users, other officers and members of the Council.</p> <p>A demonstrable commitment to service improvement.</p> <p>An ability to research good practice and adapt this to the needs of this Council.</p> <p>Ability to be flexible in working times, including out of hours working at times.</p>	<p><b>Other Requirements of the Job:</b></p>