

UTTLESFORD DISTRICT COUNCIL

DRAFT

JOB DESCRIPTION

Designation: Energy Efficiency Officer

Post Number:

Service: Development

Section: Building Surveying

Reporting to: Senior Surveyor/Energy Manager

Located: Room 123

Responsible for: Nil

OVERALL PURPOSE OF JOB

- 1 Support Energy Manager in connection with performance of his energy related duties.
- 2 Develop and implement an energy strategy for the Council in accordance with government guidelines and best practice.

KEY RESPONSIBILITIES

- 1 Undertake assessments and audits of potential renewable energy resources within the district.
- 2 Undertake project work in order to obtain grant funded aid for energy efficiency schemes
- 3 Design and implement an energy audit of Council owned buildings associated with greatest expenditure.
- 4 Commission and coordinate a full questionnaire in order to establish HECA progress.
- 5 Survey all properties included in BV180 report for benchmarkings.
- 6 Carry out energy ratings from plans and site inspections.
- 7 Devise and implement a meter reading strategy based on cost and risk.
- 8 Interrogate invoice data on Energy Management system in order to identify inconsistencies and errors.
- 9 To monitor own work and identify best practice opportunities to improve both service position and development.

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner

to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

If you have any problems completing this form please contact Personnel

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the short listing of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

Knowledge and understanding of current issues relating to energy conservation. Awareness and understanding of the diverse organisations involved with energy conservation. Broad understanding of the powers and responsibilities of energy conservation organisations as well as local and central government.

2 Skills

Good verbal and written communication skills. Good motivator and co-ordinator and be able to work to deadlines. Be IT literate and have a working knowledge of Microsoft word processing, database, spreadsheet and other related systems. Be confident, approachable and persuasive.

3 Experience

Have a minimum of three years experience working in the energy conservation field.

4 Qualifications/Training

Degree in Environmental Science or equivalent.

5 Circumstances

Current driving license.

Effective date 1.1.00/ Date last reviewed: [\[Click here to enter date\]](#)

Please sign this job description below when you are satisfied with its contents

Postholder's name (please print)	Postholder's signature	Line manager/ supervisor	Head of service	Director/Chief Officer
Date	Date	Date	Date	Date

Effective date