

<b>Designation:</b>	<b>Energy and Innovation Officer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	Lead on the procurement and contract management of repair and improvement works relating to Mechanical, Electrical and Renewable Technology, the sourcing of new technologies delivering services that inform and support the customer experience in their homes.
<b>Responsible to:</b>	<b>Contract Delivery Lead Officer</b>
<b>Responsible for:</b>	<b>None</b>

## KEY DUTIES

- Lead on the delivery of actions and objectives set out within the Energy strategy, ensuring key deliverables are considered and implemented where practicable to do so during work programmes
- To identify priorities using business intelligence to support delivery, sustainability and future proof stock improvements while streamlining work streams such as planned and major works programmes
- To ensure all asset data relating to stock condition is stored in the Council's chosen asset management software, including (but not limited to) data on all key building components of dwellings, lifts, adaptations, garages, communal areas
- Keep up to date with sector changes and emerging technologies, ensuring they are properly considered and inform specification, policy, guidance documents, and strategy
- Act in the capacity as the services energy champion, providing advice and guidance to tenants and others stakeholders e.g. the proper use of renewable technologies, utilities switching, and home improvements.
- To manage the complete contract process including; surveying property/works, consultation, preparing specifications, issuing works orders, preparing tenders, supervising contractors and working in partnership; ensuring that all health and safety procedures in connection with projects being managed are adhered to at all times and projects undertaken are delivered on time, within budget and with a high level of customer satisfaction
- Coordinate and support the maintenance and routine management of

renewable technologies within the Council's housing portfolio, including gas, and EWI installation

- To ensure proper risk assessments are carried out, managed and maintained in all areas of work and documented in the Councils chosen asset management software system and on Excelsis if appropriate
- Work closely with key stakeholders to understand the priorities of the business and manage projects and activities to help bring a customer perspective to key decisions, both operational and strategic
- Ability to deliver complex information at both a senior level and also to other stakeholders in a simple, easily understandable manner
- Work effectively with colleagues to contribute a significant role in delivering our HRA five-year delivery plan, in doing so, propose evidence-based solutions as well as supporting and challenging colleagues
- Work confidently with agility alongside colleagues, to deliver a great customer experience and the highest standards of performance, compliance and efficiency
- Take personal accountability by keeping track of own progress against objectives, completing work to deadlines or informing others when targets cannot be met

## SKILLS AND KNOWLEDGE

- To be fully conversant with the Council's financial regulations, contract standing orders and service specific procedures in relation to procurement and management of contracts and to ensure these are fully complied with
- Qualified to HNC standard (or equivalent) in building services or related studies OR has extensive experience and a proven track record in building or related work with an understanding of contract administration processes and systems
- Detailed knowledge of legislation and current practice relating to the repair, maintenance and development of buildings and land including a demonstrable understanding of building pathology principals and practice relating to the M&E function
- Demonstrable project management skills
- Excellent analytical and problem solving skills
- Excellent IT skills including written and verbal communication

- A self- starter with willingness to investigate complex issues and identify areas for improvement
- Understanding the impact of GDPR and how it is applied to the organisation

## COMPLEXITY AND CREATIVITY

Required to exercise discretion in a range of areas where advice is not normally available and where policy, procedures and working standards provide only general guidelines.

## JUDGEMENT AND DECISIONS

Work is carried out within the programme and objectives where there is a wide range of choices and where advice is not normally available and / or decisions where policy, procedures and working standards provide only general guidelines.

## CONTACTS

- Members of the Council, Other local authorities'/partner agencies
- Suppliers and contractors
- Members of the public,
- Tenants and leaseholders

## RESOURCES

Responsible for the proper use of hand tools, small items of equipment and low cost materials

## TRAVEL DESIGNATION

HMRC mileage rates will apply.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the

Council's Equality Scheme.

- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*