

JOB DESCRIPTION

April 2021

Designation:	Carbon Reduction and Sustainability Officer
Grade:	Stroud 5
Hours:	37 hours
Location:	Ebley Mill
Job Purpose:	<p>Act as a central resource for energy related queries for Tenants, Council Officers, and Stakeholders. Assist in the planning and delivery of the Councils energy retrofit programme to deliver the Government's target of achieving EPC Band C for all homes by 2030. Carry out data collection and energy audits across the Councils portfolio of properties.</p> <p>This role will include a specific focus on education and training for all stakeholders in the use and understanding of the energy systems that the Council provides.</p>
Responsible to:	Asset Information and Support Manager
Responsible for:	N/A

KEY DUTIES

- Assist in the planning and delivery of The Councils Decarbonisation Plan to achieve net zero carbon by 2030.
- To act in the capacity of the services technical expert, assisting the Asset Management team with the development and management of the assets business plan from an energy and net zero carbon strategy perspective, giving advice and support to teams during the specification, design, procurement, delivery and building management phases of construction projects.
- Implement a training programme for tenants, Council officers, and stakeholders on energy efficiency best practice in Council dwelling and offices.
- Lead on identifying, securing and administering external funding sources.
- Build good, effective professional relationship across the whole Council, working particularly closely with Housing Renewal, Carbon 2030 strategy team, and Property Services to ensure learning outcomes and mutual gains from efforts undertaken are shared.
- Assist on innovation in the design, maintenance and improvement of property assets to improve service delivery, reduce running costs for tenants and reducing the Council's carbon footprint.
- Ensure that energy retrofits comply with the government's PAS 2035 standard.
- Lead on the evaluation and implementation of relevant environmental and sustainability accreditation for the Council's services and Homes.

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- Design, develop and lead the implementation of energy and sustainability policies ensuring compliance with current and future legal and regulatory requirements
- To lead on the development, delivery and monitoring of reports, action plans and targets in collaboration with stakeholders across the Council.
- To performance manage all energy, sustainability and innovation activities and use effective reporting and KPI's to monitor service provision, quality and ensure adherence to policies and statutory, regulatory and corporate requirements.

SKILLS AND KNOWLEDGE

- A good understanding of administrative processes and systems
- Can work collaboratively actively contributing and participating in team/project meetings/discussions
- Ability to prioritise work and work to deadlines
- Ability to analyse and interpret complex data sets
- Excellent communication skills both verbal and written, the ability to effectively communicate with a range of stakeholders at all levels
- Experience of working in a customer focussed environment and engaging with residents and staff; providing advice and support regarding the technicalities of energy efficiency works and financial models to deliver these works
- Excellent knowledge and understanding of energy efficient services and products, renewable energy and low carbon energy generation
- IT Literate, including use of MS Office suite
- Ability to work on own initiative, with effective time management, and as part of a wider team.

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.

The role has a high level of complexity and creativity and a high degree of problem solving is required, to developing solutions in collaboration with stakeholders at all levels.

Considering task interdependence in applying design theory to explain the proactive behaviour and performance of emerging technologies.

The requirement to present complex data to non-technical stakeholders.

JUDGEMENT AND DECISIONS

An ability to make considered and effective decisions, come to reasoned conclusions

Understand situations, and form objective opinions especially in matters that affect action

Performs duties with little direction given, operating from established directions and instructions within defined guidance

Able to understand other organisations and where the Council will see a clear value for money return

CONTACTS

- Council Staff and Members
- Members and staff of other local authority's/partner agencies
- Stroud Council Tenants/Tenants from peer organisations
- Suppliers and contractors
- Members of the public

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Casual Car User

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.

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| <ul style="list-style-type: none">▪ To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act. |
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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.