

Designation:	Carbon Reduction and Sustainability Officer
Grade:	Stroud 5
Responsible to:	Asset Information and Support Manager
Service Area:	Housing Contracts
Post Number:	TEN

ESSENTIAL CRITERIA

QUALIFICATIONS

- Good standard of education to at least A level standard or equivalent, with a minimum of 2 A levels at grade C or above and at least 5 GCSEs grades C or above including Maths, English, and Science or Physics.

EXPERIENCE

- Relevant experience in delivery the of energy monitoring and targeting, preferably within the social housing sector
- A proven track record of reviewing and recording internal energy use processes with a view to implementing energy efficiency measures
- 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
- An excellent knowledge and understanding of energy efficient services and products, renewable energy and low carbon energy generation
- Asset and business planning from an energy and net zero carbon strategy perspective

SKILLS & KNOWLEDGE

- Ability to communicate complex information clearly and effectively with others using a range of techniques, adapting style to enhance impact and suit the needs of the recipient
- Effective Communication and Positive Influencing Skills
- Ability to develop and implement new/ revised processes with an emphasis on simplicity, customer experience and efficiency
- Co-operation, empowerment and leadership skills
- Resilient, able to work effectively under pressure and meet challenging deadlines
- Highly organised with an attention to detail
- Capability to innovate and influence others
- Understanding the likely pay back of energy improvement measures and the impact of works on tenants and staff

PERSONAL ATTRIBUTES

- Respectful positive and professional
- Confident, independent and proactive
- Possess a can do attitude
- Ability to delegate and empower others
- Possess an ability to creatively problem solve issues
- Possess the ability to analyse facts and form judgement, in an unbiased way

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Willing to undertake additional training or vocational qualifications as required

DESIRABLE CRITERIA

QUALIFICATIONS

- A relevant academic qualification (Recognised degree qualification in environmental science or equivalent)
- Professionally qualified with corporate membership of RICS, CIBSE or other equivalent institution
- PAS 2035

EXPERIENCE

- Implementation of, and maintaining a quality management system
- Experience of managing change
- Programme and portfolio management
- Experience of complete life cycle / Planned Preventative Maintenance modelling

SKILLS & KNOWLEDGE

- CDM 2015
- HHSRS

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

7. Equality and Diversity

You will conduct yourself in a manner which demonstrates 'equality' in the workplace: respecting peers and valuing people as individuals. You will ensure the workplace is free from discrimination, respecting choice and everyone's right to have their own beliefs. You will show you appreciate 'diversity' through the added value of individual differences and varied experiences.