

JOB DESCRIPTION

December 2021

Designation:	Senior Domestic Energy Officer
Grade:	Stroud 6
Hours:	Full time Fixed Term (18 months)
Location:	Ebley Mill/Home Working
Job Purpose:	To provide project management and delivery support to the Innovate to Renovate partnership in their development of a well targeted, attractive, multi-channel, local authority endorsed 'front door' for householders seeking support for a low carbon home.
Responsible to:	2030 Strategy Manager
Responsible for:	N/A

KEY DUTIES

- To lead on the development of a well targeted, attractive, multi-channel, local authority endorsed 'front door' for householders seeking support for a low carbon home.
- Managing Innovate to Renovate to ensure timely and quality delivery in line with the project plan and in compliance with the terms of the Grant Offer.
- Managing the workload and performance of DESO support officer by the setting and monitoring of objectives and providing regular line management support.
- Liaison with funders and partners, planning and implementing project activities, communication and marketing plans, keeping records and providing reports (verbally and in writing) to relevant stakeholders.
- Leading and managing the implementation of project commissioning plans, including schedules of works for contractors and plans for marketing and dissemination.
- Managing compliant procurement of the commissions.
- To ensure consistent and ongoing internal and external communications and consultation strategy for the project's development and dissemination.
- Coordinating inputs to reporting and claims from partners and compiling and submitting claims to funders working with our audit team
- Anticipating issues and identifying solutions agreeing these with the 2030 Strategy Manager and Project Steering Group before implementing them soundly to meet deadlines and deliverables.

JOB DESCRIPTION

December 2021

- Taking responsibility for delivery of project reports, internally (to senior management and colleagues) and externally (to stakeholders and funders).
- Checking and approving project management accounts, project fund management resource forecasting and planning, monitoring and reporting, in cooperation with Finance and Audit Teams and the 2030 Strategy Manager
- Provide general support for working in effective partnership with a range of stakeholders and staff in all partner councils to develop the implementation of the partnerships ambition to deliver excellence in retrofit support to the private sector.
- Taking responsibility for compliance with all policies and procedures including quality and performance management
- Providing advice and information on renewable energy and energy efficiency and affordable warmth to a range of different local stakeholders.
- Contribute to and cultivate a supportive, motivational and safe working environment for the project delivery that includes attention to wellbeing, learning and feedback.
- Identify or develop opportunities to extend and enhance existing partnerships and links to existing schemes and services.
- Maintain an up to date knowledge on approaches to energy efficiency and renewable energy to support advising of the partnership in its delivery
- To support data analysis and the production of briefings for decision makers as required.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent with experience and/or qualifications in relevant subject areas (e.g. environmental management; environmental sciences; sustainable/renewable energy; project management; marketing; communications).
- Excellent communication skills both verbal and written, the ability to effectively communicate with a range of stakeholders including householders, business owners, councillors, voluntary sector and public sector.
- A good understanding of administrative processes and systems
- Can actively contribute and participate in team/project meetings/discussions.
- Ability to prioritise work and work to deadlines.
- Experience of working within specialist low carbon, sustainable development sector
- Experience in overseeing the work of others in a supervisory or line management capacity
- IT Literate, including use of MS Office; Excel skills
- Ability to manage own time and workload and willingly recognise and support colleagues.

JOB DESCRIPTION

December 2021

- Ability to work on own initiative, with effective time management, and as part of a wider team.

COMPLEXITY AND CREATIVITY

The role has a high level of complexity and a countywide remit which means there are potential conflicts of interest which will need to be met with sensitivity and forward thinking that builds compromises and solutions.

The ability to identify and define problems and encourage dialogue that generates ideas around the issues will be crucial.

Creativity in problem solving is required, developing solutions in collaboration with project steering group and 2030 Strategy Manager through the articulation of the rationale that lies behind the options and clearly expressed critical thinking about the ideas proposed for selection

The effective delivery will require specialist knowledge of the complex challenges of retrofit and an ability to bring innovations and new delivery concepts into reality in ways that are attractive to a demanding target market

For the long term a strategic approach is required and the ability to create vision and pipeline that will develop project ideas for the future will under pin a longer term, more sustainable service.

JUDGEMENT AND DECISIONS

The job is a key support role in delivering a high profile countywide set of commitments around carbon neutrality and retrofit is a pivotal issue in this.

A high regard for the complexities around those issues is essential for both managing expectations and for delivering high quality support to our partners and communities.

The exercising of excellent judgement that takes into account the legal and risk issues that apply, will be required at all times.

CONTACTS

- Council Staff and members
- Members and staff of partner local authorities/partner agencies
- Suppliers and contractors
- Members of the public

RESOURCES

Daily Management of the Innovate to Renovate budget and resources

JOB DESCRIPTION

December 2021

TRAVEL DESIGNATION

Casual Car User

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the partner Councils prevailing aims and objectives as reflected in the scope of Innovate to Renovate
- To work with colleagues across the county as required in support of project goals.
- To promote an 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 required 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.