

Energy Officer – Energy Services Team
Band 9 - £39,151 - £42,838 - Full Time
Permanent

Portsmouth City Council's (PCC) energy services team is seeking an experienced energy professional to work on projects related primarily to the development and delivery of energy efficiency and decarbonisation opportunities.

What is the Role?

The energy services team is recruiting an energy officer to assist in the delivery of various decarbonisation projects as PCC continues on its journey to net zero. The day-to-day work will consist of delivering projects and identifying opportunities to increase the pace of decarbonisation within PCC and across the city. Projects range from delivering training to PCC staff and Councillors, to facilitating the development of heat networks within the city. As well as managing existing strands of work, post holders will also have the ability to identify and conceptualise their own projects, managing them from inception to completion.

The successful candidate will be given the financial means and professional support to successfully complete projects to make energy and carbon savings or generate income streams for the authority. The post holder is likely to use identified grant funding, operational budgets and pre-identified investment budgets to deliver projects.

The primary workstreams that will be delivered within the role include the development and ongoing management of PCC's Local Area Energy Plan (LEAP), delivery of Carbon Literacy training, use of carbon accountancy software to report on PCC's carbon emissions and identify opportunities to reduce. Projects are most likely to be delivered internally within PCC across all directorates, although some projects will require engagement with external stakeholders and will impact the whole city.

Projects will often be complex in nature, and it is the energy officer's role to balance their own workload while assisting with other matters as directed by management. The post holder may be working alongside energy assistants, energy officers, management and other PCC staff members; and it is their role to offer guidance and support for their workstreams, as well as their own.

The post holder will provide support to managers within the Energy Services team, as well as other teams within all Council directorates, depending on workstream focus and demand.

What is the team?

PCC's energy services team is one of the largest and most successful local authority teams in the country, having won a series of rewards and recognition in recent times. The team consists of 14 energy officers, administrators and other energy professionals who between them manage all aspects of energy services for the authority and a number of external clients. Functions include: utilities procurement

and management, compliance, audit and certification, capital investment pipelines, feasibility reporting, consultancy services, domestic energy efficiency schemes and fuel poverty mitigation.

A non-exhaustive list of recent, current and future examples of projects include: the delivery of significant upgrades to a large district heating network scheme, the delivery of over 10MW of commercial rooftop PV, battery storage installations, water saving measures, automated meter reading roll-out, and several large-scale domestic retrofit programmes. Such projects have been funded in a variety of ways, with the majority being funded directly by PCC as part of an investment strategy.

On a number of projects, the team works closely with PCC's in-house surveyors, design engineers and architects; in order both to feed into their projects, and to leverage their specialist expertise into energy projects.

Who is the Person?

The candidates must have demonstrable experience of identifying and developing complex projects related to decarbonisation in a lead role.

The candidate should be familiar with the management of contractors, suppliers and other stakeholders. They will know the principles, and may have experience, of public sector procurement rules and the use of frameworks.

The candidate should have an in-depth knowledge of the principles and technologies associated with energy efficiency and energy generation, as well as an understanding of energy management and energy services in general. An understanding of managing budgets and using relevant funding streams to finance projects and services is a requirement of the role.

The candidate must be able to work with internal and external clients to develop projects, workstreams and relationships and partnerships.

The candidate must have well developed verbal, written and presentation communication skills and the ability to produce clear, concise reports to a variety of stakeholders.

Ability to manage own workload in an independent manner.

The candidate must have a degree in a relevant subject or an in-depth knowledge and length of experience within a relevant field which is commensurate to the role. It is desirable that the candidate have membership of a relevant professional body.

Essential Criteria:

- A degree in a relevant subject and/or experience commensurate with the requirements of the role
- An in-depth knowledge of climate science, decarbonisation, energy services, energy management and related technologies

- Experience of identifying and developing decarbonisation projects of a complex nature
- Experience in report writing documenting carbon emission reporting, energy usage analysis, efficiency improvement & decarbonisation recommendations and identification of potential project work
- Ability to manage own workload and show attention to detail
- Proficient in the use of all Microsoft Office programmes, specifically Excel and Project
- Well-developed verbal, written and presentation communication skills and experience delivering technical information to senior stakeholders

Desirable Criteria:

- Masters degree in a relevant subject
- Membership or Chartership of a relevant professional body
- Knowledge and experience of public procurement processes
- Experience of working on Local Area Energy Plans
- Evidence of having identified and utilised a variety of financing mechanisms to deliver energy projects
- Experience in bid and report writing for a range of stakeholders
- Experience of managing clients' pipelines of projects
- Experience in delivering training to a range of audiences
- Experience in using GIS tools (e.g. SSEN's LENZA tool)

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

