



Senior Energy Officer (Projects)
Energy and Sustainability Services Team

Salary: Band 11 - £47,181 to £51,356 per annum

Hours per week: Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service

Office attendance is required minimum 3-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Permanent

The Service (include department)

Portsmouth City Council's Energy & Sustainability 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 15 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; consultancy services; and domestic energy efficiency and fuel poverty mitigation.

Some examples of recent projects are the delivery of significant upgrades to a large district heating network scheme, over 10MW of commercial rooftop PV, battery storage installations, water saving measures, automated meter reading roll-out, and several large-scale domestic retrofit programmes. Projects are funded through a mixture of grant funding, commercial agreements, and council investment.

The team works closely with the Council's in-house surveyors, architects, and engineering teams, both feeding into their projects and leveraging their specialist expertise into energy and decarbonisation projects.

What is the role?

The postholder, and the team they manage, are responsible for identifying and developing projects relating to energy efficiency and decarbonisation for Portsmouth City Council. This includes project identification, feasibility, financial appraisal, procurement, and project delivery support across HRA and General Fund assets. The postholder is responsible for the designing & delivery of projects in conjunction with the Head of Service and managing staff and budgetary resources to achieve the programme and objectives of the service. Further role responsibilities include:

- Leading the identification, development, and delivery of energy & sustainability projects, including personally managing high-value projects.
- Development and leadership of the energy and sustainability service projects team to ensure staff are competent, motivated and perform.
- Procurement and management of works and services relating to energy efficiency, decarbonisation, sustainability, and related regulatory requirements (e.g. heat network regulations).

- Lead on the development of the Council's Minimum Energy Efficiency Standards programme and implementation
- Identify and apply for grant funding for energy related works.
- Management of staff and budgetary resources in accordance with financial and contract rules
- Creating, building, and maintaining good working relationships with a range of key internal and external stakeholders
- Monitoring the performance of the services by using a range of key performance metrics and measures and acting as an escalation point for the officers within the projects team.
- Understanding the current context in which the role and projects carried out by their team sits, particularly relating to energy and carbon.

Who is the person?

The ideal candidate is someone who will be able to demonstrate that they have the relevant energy, building services or environmental-based degree or MSc including the disciplines of decarbonisation strategies, energy management, sustainable design, building services, renewables and power systems or significant experience in a similar role. Appropriate membership of professional bodies such as EI or IEMA together with extensive knowledge of the energy sector, both commercial and domestic. Experience of identifying, developing, and delivering complex projects related to energy and sustainability, managing budgets.

You will need:

1. Significant experience in a similar energy, sustainability or decarbonisation focused role.
2. Appropriate membership of a relevant professional body.
3. Identification, development, and delivery of energy related capital projects.
4. Knowledge of, and the ability to provide, advise and lead others regarding energy projects
5. Ability to lead a team of energy professionals and technical staff to achieve the demands of the service
6. Ability to develop staff training and competency; in particular, the ability to lead graduates through to full energy officer status
7. Work with the head of energy & sustainability services and other managers to develop projects and programmes of work.
8. Have knowledge of, and experience of working with, key energy technologies related to energy efficiency or renewable generation.
9. Have experience of managing with contractors and consultants to develop and deliver works and services related to energy.
10. Experience of energy audit, modelling, and data collection to develop feasibilities and investable business models.
11. Communication with clients and other stakeholders to allay concerns and manage expectations. Acting as an escalation for the rest of the team where issues are encountered.
12. Ability to inspire change in themselves and their team in reaction to changes of legislation, funding opportunities, or by identifying opportunities or weaknesses for analysis of measures.
13. Knowledge of the prevailing legislation and regulations related to energy services.
14. Developing procurement strategies for the delivery of capital energy projects and services
15. Experience of communicating with internal and external stakeholder at all levels of the organisation and undertaking presentations and leading meetings as appropriate.
16. Performance management - setting and achieving targets, monitoring progress, recognising good performance and dealing with poor performance



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

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).