



Senior Decarbonisation Officer
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

Portsmouth City Council's Energy & Sustainability Services Team is one of the largest and most successful energy & sustainability local authority team in the country, having won a series of awards and recognition in recent times. The team consists of approximately, 15 professionals who between them manage all aspects of energy services for the authority and a number of external clients.

The service supports the City Council's housing service, Portsmouth Homes, with their energy and sustainability needs and the City Council. The service developed SwitchedonPortsmouth to extend the support to all residents living in Portsmouth. External clients include neighbouring borough councils, including Gosport and Havant Borough Councils, providing the SwitchedonGosport and SwitchedonHavant services.

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 12.5MW 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 informing their projects and leveraging their specialist expertise into energy and decarbonisation projects.

What is the role?

The postholder will support the development and implementation of decarbonisation and carbon emission reduction strategies and schemes for the City Council working across directorates with a focus on general fund assets. The postholder is responsible for developing and maintaining a mechanism for carbon budgeting, monitoring and targeting in the organisation and wider city, including the reporting of the associated carbon action plans to Cabinet and partnership boards as appropriate. Further role responsibilities include:

- Leading and/or supporting the identification, development and delivery of decarbonisation strategies, policies, opportunities and projects across the Council's general fund assets.
- Develop and hold responsibility for ongoing data analysis, gathering, monitoring and targeting for the Council's carbon emissions
- Support the Head of Energy & Sustainability Services by informing/influencing the strategic and operational direction of their specialism
- Compile and present technical reports to a range of stakeholders to inform and provide recommendations in relation to decarbonisation across Council assets. Including the Council's Carbon Action Plan reports for the Council and city of Portsmouth.
- Procurement and management of works and services relating to carbon emission reduction
- Identify and apply for grant funding opportunities for decarbonisation related works and services.
- Creating, building, and maintaining good working relationships with a range of key internal and external stakeholders
- Understanding the current context in which the role and strategies/workstreams developed and delivered sits, particularly relating to decarbonisation, net zero and carbon emission reduction.
- Influencing the work of Portsmouth City Councils, council housing service (Portsmouth Homes), the City Council owned Port and other PCC owned entities, to support their decarbonisation plans
- Work with colleagues in similar cross directorate roles to maximise the impact of city-wide agendas and corporate priorities, including greening & biodiversity, air quality and collaborate with partnerships, like Shaping Portsmouth to influence and inform the approach to decarbonisation

Who is the person?

We are looking for someone who can show that they have the relevant energy, sustainability, climate science, decarbonisation 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 totalling not less than 5 years. Experience of identifying, developing and delivering complex decarbonisation strategies and workstreams to decarbonisation and sustainability, managing budgets.

You will need:

1. Relevant professional experience in sustainability, decarbonisation, climate change, energy services, or a related field.
2. Strong knowledge of climate science, carbon emissions, and decarbonisation, in relation to property portfolios, buildings, infrastructure, or operational services.
3. Proven experience in identifying, developing, and delivering decarbonisation, carbon reduction, or net-zero programmes that support organisational objectives.
4. Knowledge and/or experience of carbon management and reporting, including carbon baselining, forecasting, monitoring, emissions reporting across relevant scopes, and the interpretation of technical and performance data.
5. Sound understanding of UK decarbonisation policy, legislation, standards, and regulatory requirements, and experience applying these in practice.
6. Experience in strategic planning and business case development, supporting climate emergency, carbon reduction, or net-zero ambitions.



7. Ability to identify, evaluate, and/or secure funding opportunities, including external grants and investment for decarbonisation projects.
8. Ability to provide professional advice and recommendations on decarbonisation and sustainability matters to a wide range of internal and external stakeholders.
9. Strong communication and stakeholder management skills, with experience of producing high-quality reports, strategies, presentations, and/or leading meetings with senior stakeholders, partners, contractors, or public sector bodies.
10. Proficiency in Microsoft Office and relevant data management, energy, or carbon reporting systems, with the ability to analyse and present information effectively.

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](#).