

JOB DESCRIPTION

POST: ENERGY EFFICIENCY OFFICER	POST NO: EC260
DIRECTORATE/DIVISION: CRAWLEY HOMES DIVISION	
SCALE: G/H	
ANY SPECIAL CONDITIONS: <p>(a) <u>Career Grade</u></p> <p>Scale G – Post holder able to carry out the basic duties of the post with some supervision.</p> <p>Scale H – The post holder is capable of undertaking most of the duties of the post satisfactorily.</p> <p>Progression to Scale H is at the discretion of the Head of Crawley Homes having regard to the competence of the post holder and the ability of work at the appropriate level.</p> <p>b) Casual user car allowance (currently under review).</p> <p>c) May be required to work at a Contractors premises</p> <p>d) This post is subject to a satisfactory clearance of a Basic Disclosure & Barring Service check</p>	
RESPONSIBLE TO: Mechanical & Electrical Services Manager (EC197)	
RESPONSIBLE FOR (POSTS): None, but may be required to supervise the work of other staff and contractors allocated to particular projects	
MAIN PURPOSE OF POST: <p>To assist Crawley Homes with current Energy Efficiency Projects providing, External wall insulation, Cavity wall and loft insulation.</p> <p>To assist with the Councils Netzero decarbonisation agenda</p> <p>To provide the knowledge & skills to develop a decarbonisation strategy, action plan and associated risk document.</p> <p>To progress with ECO (energy company obligation) work, including Solar PV and External Wall Insulation across the town.</p> <p>To assess and assist with Energy Performance Certificates.</p> <p>To further advise on measures for energy saving, reduction in fuel poverty and carbon efficiency across the housing stock, including new innovation across the energy efficiency sector</p> <p>Assist with collection and monitoring of data across various energy systems</p>	

SPECIFIC DUTIES OF POST:

Energy Efficiency Duties to include

- (a) To provide project support with various EWI (external wall insulation) projects currently under consideration within various neighbourhoods, including other non-traditional Constructed Properties
- (b) To provide project support with developing, and running various Cavity Wall and loft insulation programmes
- (c) To draft and present reports in relation to energy efficiency work, including retrofit programmes, and investing in new technology (ie: PV, Batt Storage, Electric Vehicles, Heat Pumps, MVHR etc.)
- (d) To progress various grants funded schemes (SHDF / ECO etc.) and assist securing other grant funding for future decarbonisation projects.
- (e) To be fully integrated into a close working operational team and to be integral in developing a team working approach so as to fully achieve the aspirations of working in partnership with our contractors and consultants alike.
- (f) To assist the Mechanical/Electrical services manager in terms of monitoring planned maintenance budgets, expenditure and trends.
- (g) To ensure that all duties are carried out in compliance with statutory provisions and with the Council's policy for health and safety.
- (i) To assist with projects in conjunction with the Councils long term partnering Contractors, West Sussex County Council and other neighbouring authorities
- (j) To assist with data monitoring and provide education / technical advice to tenants and resident groups across Crawley's housing stock including new build developments and larger refurbishment projects
- (k) To assist with Energy Performance Certificate & energy performance data collection, including updating the council's database working alongside the asset surveyors.
- (l) To assist with running Energy Switching Campaign, to assist Crawley Homes tenants with energy switching within their homes
- (m) Assist the planned maintenance team with other technical work (data capture) with regard to Fire Safety, FRA, Emergency Lighting, Electrical Testing, Lifts, Legionella etc
- (n) To ensure that all duties are carried out in compliance with both environmental legislation and the Council's Environmental Policy and commitment to EMAS (Eco Management & Audit Scheme).
- (o) To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards.
- (p) To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- (q) To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- (r) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- (s) To ensure that all duties are carried out in compliance with both environmental legislation and a

commitment to the Council's Environment Policy

- (t) To carry out such other duties as the Head of Service may from time to time reasonably require.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE: March 2022

POSTHOLDER'S NAME:

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

POST: Energy Efficiency Officer	POST NO: EC260
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CHARACTERISTICS	ESSENTIAL	DESIRABLE
<p>SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties)</p>	<p>Excellent interpersonal and communication skills. Excellent persuasion and negotiation skills. Excellent presentation skills. Excellent research skills. Good prioritisation skills. To be familiar with relevant Council ICT systems and to be competent in the use of standard software packages, particularly MS Office, stock condition databases, Word, Excel.</p>	<p>Statistical analysis skills.</p>
<p>KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively e.g. of specific legislation or regulations)</p>	<p>Exemplary knowledge of wide ranging environmental and climate change issues. Good understanding of energy efficient technology, in particular: solar PV, battery storage, external wall, cavity, wall insulation, electric vehicles, Heat Pumps etc. A good understanding of District Heat Networks Knowledge of project management disciplines. Knowledge of equal opportunities. Knowledge in Health and Safety legislation.</p>	<p>Knowledge of key building elements and construction methods Contract and procurement legislation</p>
<p>QUALIFICATION/ TRAINING (Education/vocational qualifications and other training) VERIFICATION WILL BE REQUIRED</p>	<p>GCSEs including Maths and English (A – C grade or equivalent). Degree or equivalent experience in environmental science. Full and current UK driving licence</p>	<p>Management qualification. Driving licence/ cycling proficiency. Appropriate academic professional institute membership / qualification</p>
<p>EXPERIENCE (Level and type of previous experience)</p>	<p>Extensive experience of dealing with a wide range of environmental issues including EMAS, carbon reduction and climate change. Experience of managing people and consultants. Project management experience. Experience of working strategically. Experience of working in a busy role, to deadlines. Experience of various database applications and managing / evaluating data</p>	<p>Experience of using Microsoft packages. Experience of working with statistics Experience of working within a social housing maintenance/project management environment with a strong background in working on Energy Efficiency projects</p>

<p>QUALITIES (Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)</p>	<p>Highly motivated towards customer services and demonstrate a high level of customer care. Ability to work in demanding environment Confident, persuasive and tenacious. A strong passion for climate change issues. Flexible approach Reliable Strategic thinker.</p>	
<p>SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)</p>	<p>Occasional weekend and evening working. Travel to locations across the country, which may include overnight stays.</p>	