

Ambitious Stockport, creating opportunities *for everyone*



**Thinking
Stockport**



**Achieving as a
Team**



**Working with
Ambition**



**Showing everyone
Respect**

Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

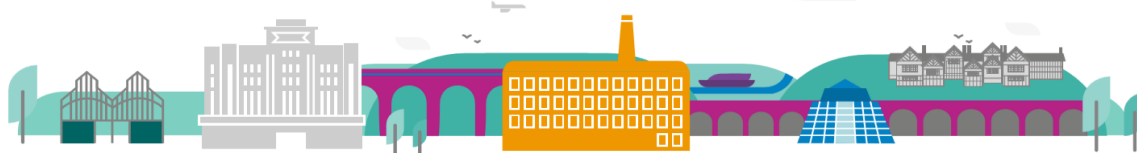
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

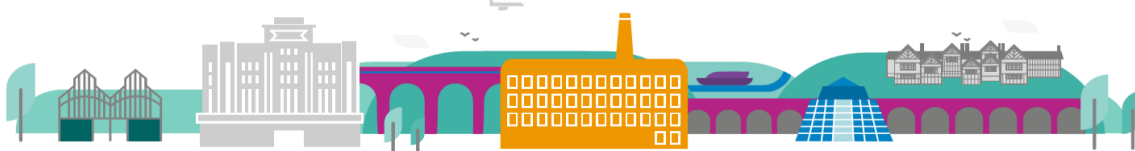
Role:	Energy Officer
Service Area:	Estates and Asset Management
Directorate:	Services to Place
Salary Grade:	S03

Main Purpose of the Job

- To lead the management of energy and utility consumption across the Council's estate, ensuring cost-effective procurement, accurate reporting, legislative compliance and the delivery of energy efficiency and carbon reduction initiatives in support of the Council's climate commitments.
- To support the Council's carbon reduction commitments and targets: to reduce greenhouse gas emissions, to be net zero in our own operations by 2039, and for the borough of Stockport to be carbon neutral by 2038.

Key Responsibilities

- Monitor and manage existing utilities contracts (electricity, gas, water and biomass) to ensure billing and data are correct and up to date. Monitor utility consumption and identify anomalies, wastage, billing errors and opportunities for improvement.
- Produce regular consumption, cost and carbon performance reports for service managers and corporate reporting requirements.
- Act as the primary point of contact with utility suppliers.
- Support the implementation of new utility supply contracts and the renegotiation of existing contracts by providing data and demand information, and ensure the smooth handover of services.
- Work closely with the Estates Mechanical and Electrical Engineers to support the Building Management System (BMS) Strategy.
- Be responsible for the collation and processing of data relating to the Council's greenhouse gas emissions inventory and annual emissions report, including the gas, electricity and water usage of all Council assets, for example, offices, libraries and schools.
- Monitor and report utility usage and emissions for all Council buildings, including leisure facilities and schools.
- Identify, develop and support the delivery of energy efficiency and decarbonisation projects, including the preparation of business cases and supporting reports, and support the submission of funding applications where required.
- Develop and maintain metering across the estate.
- Maintain Display Energy Certificates (DECs) for public buildings and ensure compliance with all relevant energy legislation, certification and reporting requirements.
- Arrange new utility supplies and disconnections.



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- Monitor renewable energy generation, consumption and export revenue from photovoltaic (PV) systems.
- Work with Estates Mechanical and Electrical Engineers to optimise Building Management Systems and ensure effective monitoring, control and performance of building services.
- Coordinate the Council's utility supply contracts, meters and appointments.
- Be responsible for reporting on all buildings included in the Council's carbon emissions reporting scope.
- Work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers a service that does not discriminate against people on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- Fulfil personal requirements, where appropriate, in accordance with Council policies and procedures relating to standards of attendance; health, safety and welfare; customer care; emergency planning; evacuation; security; and the promotion of the Council's priorities.

Additional Information

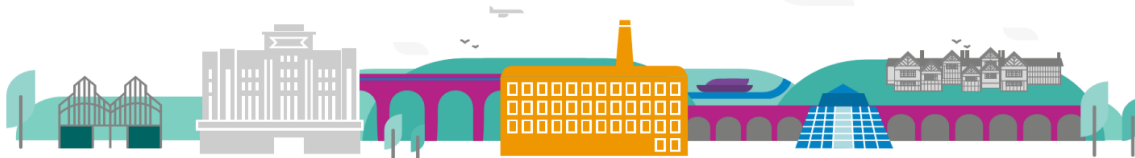
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.



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Essential

- Degree or technical qualification in engineering, energy management, building services or a related discipline.
- Knowledge of working in energy or energy efficiency environments, including utility procurement and contract management.
- Effective operational management skills, with well-developed negotiating and influencing skills.
- Experience of data analysis, including the analysis and interpretation of energy consumption data.
- Effective analytical skills, with the ability to quickly establish implications and key issues.
- Experience of building energy management systems.
- Experience of carbon reporting and emissions accounting.
- Advanced Excel and data analysis skills.
- Effective oral and written communication skills, with a confident presentational style.
- Stakeholder management skills and commercial awareness.
- Experience of working collaboratively with a range of stakeholders to manage and implement change, work flexibly and develop innovative approaches.
- Experience of identifying and evaluating options, assessing risk and determining appropriate actions.

Desirable

- Membership of the Energy Institute.
- Membership of, or working towards, Chartered Energy Manager status.
- Membership of the Chartered Institution of Building Services Engineers (CIBSE).
- Experience within local government or public sector estates.