****

**Job Description**

**Job Title: Business Energy Adviser (24 months fixed term)**

**Salary Grade: Grade 7**

**SCP: 26-30**

**Job Family: Regulatory and Technical**

**Job Profile: RT5**

**Directorate: Economy and Place**

**Work Environment:** **Office based with site visits to business premises**

**Reports to: Energy Services Manager**

**Number of Reports: N/A**

**Purpose:**

The main purpose of the role is to coordinate and deliver energy efficiency support and advice to Small and Medium Sized Enterprises (SMEs) in Sunderland as part of the Council’s Energy Storage and Efficiency project which is part funded by the European Regional Development Fund (ERDF).

**Main Duties and Responsibilities:**

* Organise marketing and promotional work, including workshops and seminars on smart energy management and behaviour.
* Design and implement a business engagement plan to identify and register businesses for support.
* Organise appointments with businesses for inception meetings, visits to premises and follow-up support.
* Draw up energy audit and implementation/action plans including renewable and low carbon measures.
* Provide on-going advice and support to businesses to advise them on implementation of potential actions.
* Administer the small grants package, including the process for completing applications, appraising the applications via a panel meeting, setting up and monitoring the grant agreement, and processing claims for payment.
* Ensure project output documents are updated and retained on a project file for each SME, including SME beneficiary forms, records of assistance and State Aid declarations.
* Signpost to further specialist advice and financial / grant support for implementation of low carbon measures.
* Engage with colleagues, local and regional partners to ensure project activity is coordinated and integrates with any other available provision for SMEs.
* Other duties commensurate with the post requirements within the team.

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**This post is part-funded by the European Regional Development Fund, and the post holder must comply with the relevant publicity and monitoring requirements as necessary.**

**Date: 22nd May 2019**