# Job Profile

### Energy Projects Officer

**Grade K**

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| **Group:**  Policy, Economic Growth & Transformation |
| **Location:**  Civic Centre |
| **Service:**   Council Housing, Design and Technical Services |
| **Line Manager:**  Energy Services Officer |
| **Car User Status:**  Casual |

**Job Purpose**

Responsible for ensuring the delivery of energy capital projects within the specified tolerances of time, cost, quality, scope, risk and benefits and for producing a result capable of meeting the Business Case.

The key measures of success for this post are to: deliver each project within time, cost, quality, scope, risk and benefit tolerances; stakeholder, customer and project team satisfaction.

**The key roles of this post will include:**

1. To manage energy capital projects through the full lifecycle from start-up to close down, managing the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where appropriate
2. To be responsible for the production of the appropriate baseline management products and ongoing reports and records
3. To establish and manage the project’s procedures – risk management, issue and change control, configuration management and communications - in line with Council guidelines
4. To establish and manage the project controls with regards to monitoring and reporting
5. To engage with stakeholders and liaise with any external suppliers
6. To lead and motivate the project team
7. To liaise with corporate or programme management to ensure that work is neither overlooked or duplicated by related projects
8. Such other responsibilities which are appropriate to the grade of the post.

**Knowledge and Qualifications**

**Essential**

Knowledge of:

* Government policy relating to the funding and delivery of energy related projects
* Local policies and issues influencing energy projects in Gateshead
* Understanding of both public and private sectors roles in delivering energy projects.

Qualifications:

* Degree or post graduate qualification in an appropriate subject.
* Project Management e.g. PRINCE2 or equivalent

Experience of:

* ~~P~~roject managing multi-disciplinary project teams to successfully deliver capital projects within cost, time, quality, scope, risk and benefit tolerances
* Project Budget Management
* Undertaking community and stakeholder consultation and engagement
* Demonstrating oral and written communication skills to a range of audiences including senior officers, directors and councillors
* Delivering projects in liaison with other teams, services, groups and organisations.
* Partnership working including stakeholders and community partnerships
* Being self motivated & used to working on own initiative
* Managing public sector grant funding,

**Desirable**

Knowledge of:

* Environmental management, sustainability and climate change Renewable energy technologies and financial viability
* Energy economics

Qualifications:

* Relevant management training or qualification
* Membership or demonstrable eligibility of an appropriate professional organisation

Experience of:

* More than five years post qualification experience in work relevant to the post.
* Contract letting and management
* Handling sensitive political issues
* Setting priorities for tasks and meeting deadlines
* Making presentations in public

**Competencies**

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| **Serving the Community**  **Delivering Partnerships**  **Political Awareness**  **Personal Impact**  **Focusing on Results**  **Leading & Developing Others** | Develops responsive customer focused services, operates professionally and with sensitivity.  Promotes co-operation by working  with external partners to plan,  develop and deliver the best service.  Appreciates political interests, positions and policies and their impact on the Council and their management role.  Is self-aware, acts proactively,  accepts personal responsibility and communicates effectively.  Plans and monitors service delivery. Works with others to enhance provision. Strives to provide a quality service and continuously improve delivery.  Motivates and encourages teams and individuals. Provides direction and feedback and creates a climate of respect. |