



## **Job profile**

### **Energy Technician (Data)**

#### **Grade A/G**

**Group:** Communities and Environment

**Service:** Council Housing, Design and Technical Services

**Location:** Civic Centre

**Line Manager:** Energy Projects Team Leader

**Car User Status:** Casual

#### **Job Purpose**

Technical support officer for data management on energy schemes to support the work of the Energy Services Project Team in Gateshead

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

1. To assist in the implementation the team's strategies and roles, including Vision 2030, the Climate Change Strategy, and Carbon Management Plan.
2. To maintain computerised energy monitoring systems and databases for analysis, interpreting and reporting numerical data using a variety of media.
3. To support the administration of the teams NEC Project Manager in relation to defects and early warnings.
4. To produce plans, drawings and maps using GIS and other software packages as required to support project and planning permission requirements.
5. To provide general energy conservation advice to council services and external clients.
6. To assist in the delivery and reporting of projects that reduce energy, water and carbon emissions in the community and in Gateshead Council.
7. To prepare and present data for reports and funding applications / returns as required.
8. Such other responsibilities allocated appropriate to grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Data management systems or energy/building /property management systems.
- Using GIS/CAD software systems to produce plans and maps

#### Experience

- Computer literate, use of databases and spreadsheets (MS office).
- Working to deadlines
- Working under own initiative, and as part of a team
- Using organisational skills
- Excellent customer service

#### Qualifications

- 5 GCSEs at grade 4 or Grade C or above including Maths & English.

### Desirable:

#### Knowledge

- Climate change/ sustainability issues.
- Domestic energy efficiency

#### Experience

- Working in the public sector.
- Delivering domestic energy efficiency schemes
- Dealing with Development Management / Planning Permissions / Listed Building Consent.

#### Qualifications

- HNC/HND in a science/ data management / energy management / property management subject.



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences