



South Tyneside Council

REGENERATION AND ENVIRONMENT

PERSON SPECIFICATION

POST TITLE: Energy Conservation and Strategy Officer

GRADE: Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Higher National Diploma or equivalent in Building Services or related subject Member of a relevant professional association or institute 	<ul style="list-style-type: none"> Higher degree, degree level or working towards a degree or diploma Post Graduate Award in Energy Management 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of managing a capital budget and applying for external funding sources Experience of BMS software, its use and management Experience of budget monitoring and reporting procedures Experience of the energy conservation/management agenda 	<ul style="list-style-type: none"> Relevant experience of working in the public sector Experience of undertaking energy audits Experience of team working Experience of preparing bids for external funding Experience of monitoring and targeting software Experience of project management Experience of energy billing and monitoring software Significant experience of working within the public sector Experience of monitoring and managing energy conservation capital projects Experience of representing employers interests in a group setting Experience of developing, manipulating and interpreting spreadsheets 	<ul style="list-style-type: none"> Application form Interview References Presentation

Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Knowledge of the Council's energy conservation agenda and the wider energy conservation agenda • Able to use a wide range of IT packages including (but not limited to) Microsoft Office applications and databases • Able to identify key issues and problem solve 		<ul style="list-style-type: none"> • Interview • References
Disposition	<ul style="list-style-type: none"> • Able to work as part of a team • Able to organise own workload and workload of support staff • Proactive and customer focussed • Flexible approach to work • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Full current driving licence or access to a means of mobility support • Baseline Security Check 		<ul style="list-style-type: none"> • Application form • Basic Check