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| **Job Description** | |
| **Post title** | Low Carbon Development & Partnerships Officer |
| **JE Reference No** | N11005 |
| **Grade** | 9 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Design |
| **Reporting to** | Senior Officer Funding & Projects |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To work as part of the Low Carbon Economy Team with responsibility for delivering Countywide decarbonisation projects. To assist in identifying and developing new opportunities for low carbon economic growth and partnerships and provide specialist technical expertise on decarbonisation and environmental sustainability.

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| **Duties and responsibilities** |

* To identify new, innovative partnership projects that will reduce carbon emissions across the County of Durham
* To provide specialist, technical advice on energy and low carbon to internal and external stakeholders, especially those in the business and industrial sector and in further education and academia
* To support the provision of high quality, accessible advice on community energy, commercial generation, environmental sustainability and other specialist low carbon initiatives
* To prepare a range of materials promoting decarbonisation for different audiences via websites, publications, campaigns, social media and other publicity materials
* To explore energy markets and identify external funding sources and income generation opportunities applicable to the Low Carbon Team including new Government and commercial opportunities
* To support the programme of delivery and monitoring for LoCARBO, REBUS and other remaining European projects, linking them with wider DCC initiatives.
* To develop and facilitate collaborative working opportunities on low carbon and sustainable growth with partner organisations, especially SMEs, academic institutions, major employers and service providers, statutory agencies and funding organisations
* To support the governance of work at the Climate Emergency Strategic Board, Net Zero Carbon Board and other bodies as needed
* Through continuous professional development, keep up to date with relevant developments in energy technology, energy management, energy policy and legislation

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Qualified to degree level or equivalent in a related subject or substantial work experience | * Post-graduate qualification in a related discipline * Membership of a relevant professional body |
| Experience | * Experience of project development and implementation * Experience of cross-sectoral partnership working * Experience of low carbon good practice assessment processes * Experience of producing reports and guidance * documents * Use of online tools for communication and engagement | * Technical experience in Energy Reduction and Low Carbon technologies * Experience of conducting building energy efficiency surveys * Experience of collating, analysing and reporting complex energy and other data in Excel and Power BI * Experience of energy/carbon auditing in the commercial sector |
| Skills & Knowledge | * Excellent understanding of project management processes * Good understanding of renewable energy and energy efficiency issues * Ability to organise, manage and prioritise full and varied workloads to meet deadlines as necessary * Good IT skills, especially spreadsheet management * Detailed knowledge of energy and climate change issues * Excellent written and verbal communication skills | * Good customer relations skills across all sectors * Good understanding of energy use in buildings * Understanding of marketing and communications |
| Personal Qualities | * Ability to work using own initiative and as part of a team with a commitment to partnership working * Excellent communicator * Enthusiasm for energy reduction and tackling climate change |  |