



Job profile

Energy Projects Officer Grade K

Group: Communities and Environment

Location: Civic Centre

Service: Council Housing, Design and Technical Services

Line Manager: Energy Projects Team Leader

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 manage contractors effectively, directly, or via consultants, using NEC contract procedures.
3. To be responsible for the production of the appropriate baseline management products and ongoing reports and records
4. To establish and manage the project's procedures - health and safety compliance, risk management, issue and change control, configuration management and communications - in line with Council guidelines
5. To establish and manage the project controls with regards to monitoring and reporting



6. To engage with stakeholders and liaise with any external suppliers
7. To support other members of the energy projects team including Energy Technician
8. To liaise with corporate or programme management to ensure that work is neither overlooked or duplicated by related projects
9. Such other responsibilities which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Project management of large schemes on buildings / energy / environment
- Health and Safety in relation to construction projects
- Public sector procurement

Experience

- Project managing multi-disciplinary project teams
- Managing contractors through NEC contract procedures.
- Project Budget Management
- Undertaking community / stakeholder consultation, engagement and partnership working
- Demonstrating oral and written communication skills
- Being self motivated & used to working on own initiative
- Setting priorities for tasks and meeting deadlines
- Managing public sector grant funding,

Qualifications

- Level 3 Qualification in Building / Environment / Engineering or appropriate subjects
- 5 GCSEs at Grade 4 or Grade C or above minimum including Maths & English.

Desirable:

Knowledge

- Environmental management, sustainability and climate change
- Renewable energy technologies and financial viability
- NEC Supervisor Role

Experience

- More than five years post qualification experience in work relevant to the post.
- Handling sensitive political issues
- Conflict resolution & Customer Service

Qualifications



- Membership or demonstrable eligibility of an appropriate professional organisation
- Degree (Level 6) or post graduate (Level 7) qualification in an appropriate subject
- Project Management e.g. APM / PRINCE2 or equivalent
- Contract management, e.g. NEC3/4 or equivalent



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working