

JOB SUMMARY

Post Title	<i>Energy & Carbon Manager</i>						
Job Family	<i>Partnership, Commissioning and Contracts</i>	Pay Range	10	Line Manager to others?	No	Role profile ref	<i>PCC10</i>
Service Area	<i>Waste, Environment & Planning</i>						
Line Manager	<i>Service Manager Climate, Coast & Environment</i>						
Location	<i>County Hall</i>						

<p>Job Purpose</p> <p>To manage and reduce the utility use and carbon emissions of the Isle of Wight Council and be responsible for schemes and projects to support the necessary change needed.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</p> <ul style="list-style-type: none"> • Provide energy/utilities and carbon management services for the Isle of Wight Council • Act as responsible person as appropriate for energy related statutory obligations such as the Energy Performance of Buildings Directive (EPBD). • Ensure the delivery of Display Energy Certificates (DECs) and Air Conditioning Inspections (ACIs) to meet legal requirements. • Implement and monitor the Isle of Wight Council Carbon Management Plans; to identify potential carbon and cost savings on a periodical basis. • Identify any 'carbon overspends', and find ways of either reducing these, or if unable to, find ways to carbon offset emissions that are unavoidable. • Periodically review and update Carbon Management Plans to enable the Isle of Wight Council to continue to meet its challenging energy and carbon reduction targets. • Create carbon budgets for the Isle of Wight Council to ensure that energy and carbon savings are met periodically • Co-ordinate an internal Carbon Management Core Group to continually review opportunities for carbon and energy saving. • Prepare specifications and procure new contracts in line with Isle of Wight Council contract standing orders and legal obligations. • Provide the necessary professional skills to prioritise and deliver capital / revenue schemes related to energy savings throughout the Isle of Wight Council estate. • Represent the Isle of Wight Council at energy related working groups as required e.g. Association Public Service Excellence (APSE) • Provide an energy auditing and monitoring service together with analysis of data to assist with the formulation of improvement plans, through the undertaking of frequent technical and performance-based audits. • Undertake feasibility studies evaluating energy and economic matters for the Isle of Wight Councils Estate. • Formulate and deliver an education programme relating to energy saving, improving employee awareness and to encourage behaviour change. • Propose and implement schemes relating to energy and utility savings. • Keep up to date with new and emerging technologies and provide guidance as necessary to reduce overall carbon emissions and annual utilities spend.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience within the service or a related professional area demonstrating evidence of appropriate level of knowledge.	<i>The post holder shall have experience in management of contracts relating to energy provision, metering and billing services, electrical vehicle charging points, solar and thermal installations.</i>	E	
Detailed knowledge of the systems, policies, processes, regulations, professional guidelines and legislation relevant to the work area.	<i>The post holder must have in-depth knowledge and experience of the energy and water supply markets, they will have worked on supply and Third Party Intermediary (TPI) Contracts, billing and validation; and undertaken query management with utilities suppliers.</i>	E	
Practical understanding of the range of services provided within area of specialism and their contribution to overall organisational performance.	<i>The post holders will conduct research as required in relation to new technologies, including heat networks, EV charging and associated services, monitor changes to carbon reporting and technical innovation in energy conservation and reduction</i>	E	
Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.	<i>Knowledge of the Isle of Wight Council, Net Zero Community Hubs, Government policy, government strategy and local energy / carbon reduction projects. The candidate will be required to keep abreast of policy and legislation change.</i>		D
Good ICT skills including use of Microsoft applications and specialist systems.		E	
Good communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand.	<i>The post holder will ensure effective engagement and communication with staff and residents in the use of new and green technologies, and identify opportunities for innovation and continuous improvement.</i>	E	
Proven ability to build relationships and engage successfully with stakeholder community.	<i>Engage with external stakeholders and senior management to ensure that energy management and sustainability services deliver best practices</i>	E	
Proven initiative and judgement to identify and resolve problems.		E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Where appropriate commission services and manage contracts and service providers, ensure terms and conditions are uniformed to reflect management and changing processes.</i>	E	
Good literacy and report writing skills,		E	
Good numeracy and analytical skills. Accurate with good attention to detail.	<i>Manage complex sustainability data collection, coordinating with key stakeholders and senior management, Interpret, collate, and report relevant data related to energy management, including critical analysis of performance.</i>	E	
Experience of financial processing and / or budget monitoring.		E	
Experience of contributing to project planning and delivery.		E	
Qualifications			

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Educated to degree level or equivalent standard.	<i>(Environment, Engineering, Science or similar)</i>	E	
Relevant professional qualification - or working towards this.			D
Other Requirements			
<i>Full UK Driving Licence</i>			
Organisation Structure (optional)			