



Coventry City Council

Job Description

| | | | |
|-------------------|------------------------------|---------------------|------------|
| Job Title: | Energy Management Apprentice | Job Number: | Apprentice |
| Service: | Facilities Management | Post Number: | 1037650 |
| Location: | Friargate | Grade: | Apprentice |

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support the general duties of the Energy Management Service, helping to ensure that the Council uses its energy and water resources in the most efficient manner and in line with Coventry's Climate Change Strategies.

Core areas of activity for the service include:

- Utility Account Management
- Carbon Emission Reporting
- Energy Auditing and Compliance
- Energy Project Delivery

This entry level role is aimed at providing an initial career pathway within the Energy Management sector. The apprentice will work across the 4 areas of the Energy Management Service while undertaking the Junior Energy Manager Level 3 Apprenticeship Standard.

The role is within the Energy Management Services Team in Facilities Management at Coventry City Council. The team delivers energy management on behalf of internal Council stakeholders as well as external clients.

Main Duties and Responsibilities:

Utility Management

- Assist with validating invoices received by the Council.
- Support the processes in place to ensure accurate utility management
- Support the delivery of the department's policies and targets in the Carbon Management Plan
- Support the ongoing management and data collection from the Council's energy assets (e.g. Solar PV and Battery Installations)
- Assist with behaviour change campaign across the Council

Carbon Emission Reporting

- Support the collection of energy data from across the Council
- Support the maintenance of the Energy Management Databases
- Support the preparation of energy and carbon reports for internal stakeholders and clients

Energy Auditing and Compliance

- Support the undertaking of routine and investigative energy audits
- Support with administration tasks for energy compliance as required

Energy Project Delivery

- Support the identification of energy related projects
- Support the project managers with the delivery and review of energy projects

General Duties

- Undertake the duties required to complete the Junior Energy Management Apprenticeship.
- Support the maintenance of effective relationships with customers, other sections and Council departments and our utility suppliers.
- Help the team provide high quality standards of customer care.
- Support the other members of the Energy Management team to deliver the service's duties.
- Represent the division and undertake such other duties as may from time to time be required within the scope and spirit of the job purpose, the title of the post and its grading.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: SHEQ Manager

Date Reviewed: June 2022



Coventry City Council

Person Specification

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| Job Title: | Energy Management Apprentice | Job Number: | |
| Service: | Facilities Management | Post Number: | |
| Location: | Friargate | Grade: | Apprentice |

| Area | Description |
|------------------------------|---|
| Knowledge: | <ul style="list-style-type: none">• Basic awareness of energy use in buildings and their contribution to Climate Change.• Basic understanding of Coventry City Council and our responsibilities• An interest in practical actions to prevent climate change and a willingness to learn |
| Skills and Abilities: | <ul style="list-style-type: none">• Good verbal and written communication skills• Confidence to deal with large data sets and making mathematical calculations• Computer literate and confident with using Microsoft Office (Excel, Word, PowerPoint and Outlook etc)• Ability to complete tasks and work to deadlines• Ability to use own initiative and manage own workload |
| Experience: | <ul style="list-style-type: none">• Experience of administrative and reporting tasks desirable but not essential• Experience of environmental or sustainability initiatives desirable but not essential |
| Educational: | <ul style="list-style-type: none">• Maths and English GCSE 3/C or above (or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship• Ability to complete the Junior Energy Manager Level 3 Apprenticeship Standard |
| Special Requirements: | <ul style="list-style-type: none">• None |

Date Reviewed: June 2022