

Job Description and Person Specification

Energy Officer

Job Details	
Grade	GRD7
Service	Facilities Management
Location	Friargate
Job Evaluation Code	A5672

About Coventry City Council

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:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Reporting to the Energy Manager, the role is responsible for undertaking energy management activities to ensure the efficient use of energy and water. Core activities include:

- Bill Validation & Payment
- Energy Data Management
- Utility / Supplier Management
- Energy Management SLA Management

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

Main Duties & Key Accountabilities

Overseeing the Council's core £2.5 million utility budget while ensuring accountability for all associated utility payments. Management of associated utility supply contracts.

Verifying the accuracy of invoices received by the Council and resolving supplier disputes through to their conclusion. Ensuring prompt payment of invoices while addressing and resolving any received payment-related queries effectively and efficiently.

Tracking utility expenses against the allocated budget and providing updates to budget holders and senior financial representatives. Preparing annual budget reports and submitting accruals and year-end reports as required under Council's financial accounting guidelines and procedures.

Utilising corporate platforms like Building Management System and Monitoring systems to efficiently oversee utilities and related expenditure.

Ensuring accurate, transparent, and auditable energy records are kept to supply the Council with a centralised resource for energy and water data.

Managing utility records and related asset documentation for properties to ensure they remain current and accurately maintained.

Analysing records and consulting relevant organisations, taking suitable actions if consumption is inconsistent with building type, service provided, or exceeds target levels.

Providing assistance to stakeholders and clients in procuring, utilising, and conserving energy, water resources, and related services effectively and efficiently.

Facilitating communication between utility providers, internal stakeholders, and clients to ensure seamless information exchange and collaboration.

Overseeing the provision of services for clients enrolled in the Council's Energy Management Service agreements. Developing the range of services offered to the Council's clients

Providing specialist technical support both office based and via site visits as required for client portfolios

Key Relationships

External:

N/A

Internal:

Energy Manager
Senior Officers and Committees
Internal Council stakeholders
Other sections and Council departments

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

None

Person Specification

Requirements

Knowledge	Good knowledge of Legislation around the energy sector and Energy Management Systems
	Good knowledge of Energy Management Systems and databases
	In-depth understanding of the components of utility charges and their relevance to an individual site's circumstances.
	Knowledge of Energy Markets and their drivers
	Knowledge of public sector procurement, structures and processes
Skills And Ability	Very good analytical and reporting skills to identify anomalous data and discover the reasons driving change
	Ability to develop and maintain structured management systems to ensure fully auditable energy management processes.
	Ability to plan and communicate effectively both orally and in writing with a wide variety of stakeholders
	Ability to use standard and specialist energy management computer software efficiently

Experience	Experience of managing multi-site utility contracts
	Experience of ISO50001 energy management systems, auditing and verifying energy billing
Qualification	Professional Energy/Environmental Qualification (Degree or equivalent)
Special Requirements	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.