



Coventry City Council



## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Business Energy Advisor	<b>Job Number:</b>	COVCC000927
<b>Directorate:</b>	Place Directorate	<b>Post Number:</b>	1031217
<b>Service:</b>	Sustainability and Low Carbon Team	<b>Grade:</b>	7
<b>Location:</b>	Friargate, Floor 11		

**This post is part funded by the European Regional Development Fund**

### Job Purpose:

Under the general direction of the project manager or other relevant management, to be a key member of the team delivering the objectives and outputs of the ERDF funded Green Business Programme. The role will involve promoting the support available to businesses, recruiting them onto the programme and providing one to one and one to many support around energy and resource efficiency, identifying costed and technically feasible solutions to enable energy and carbon savings to be realised. The postholder will also be responsible for ensuring that ERDF funding conditions are adhered to and required project documentation is produced.

This post is funded by the European Regional Development Fund.

### Main Duties and Responsibilities:

1. Carry out energy and resource efficiency audits at the premises of SMEs within Coventry and Warwickshire to identify appropriate measures which could be installed to save carbon.
2. Produce a detailed action plan to identify energy, water and waste efficiency measures which will be presented to the SME to help them reduce their utility bills and costs to become more energy and resource efficient.
3. Provide SMEs with guidance on how to accurately monitor and measure their energy use in order to check the suitability of their energy tariffs, assess the impact of installed energy saving measures, and to sustain the effectiveness of behavioural change programmes.
4. Be responsible for the collection and assessment of relevant data from the SME to ensure eligibility and compliance for ERDF support, to evidence the delivery of support, and to verify the performance of installed measures in terms of energy and carbon emissions saved.
5. To provide revenue and capital grants to financially support SMEs to improve their resource efficiency through procuring specialist expertise and purchases of assets.

6. Research new energy efficiency measures and applications capable of being used by SMEs and groups of SMEs and ensure the Green Business Network is made aware of such opportunities.
  7. Promote the Green Business Network within the sub-region, region and nationally with the general public, residents, or industrial groups, external bodies and elected members.
  8. To support the Marketing & Events Co-ordinator in the promotion of the Programme at regional and national events/conferences.
  9. Engage with non-SMEs in order to engage them in supply development opportunities to enable customer pressure to help recruit SME suppliers to the Green Business Network and to allow them to realise energy efficiency savings.
  10. Ensure that SMEs are made aware of the other sources of support available to them.
  11. Pro-actively identify opportunities for further development of the services provided and have a personal commitment to identify ways to help SMEs reduce use of primary energy and maximise the use of renewable energy.
  12. The post will involve close contact with organisations and supply chains of varying types and sectors and confidentiality agreements will have to be entered into where necessary.
  13. Any other duties and responsibilities within the range of the salary grade.
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All employees, agency workers and contractors must comply with Coventry City Council's health and safety policy and in particular are 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.

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.

Post holders will be expected to use resources with regard to minimising carbon emissions and cost implications.

**Responsible for:** N/A

**Responsible to:** Green Business Programme Lead

**Date Reviewed:** January 2020

**Updated:**



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## Person Specification

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Area	Description
<b>Knowledge:</b>	The role of agencies involved in energy management and assessment.
	Environmental issues (including climate change, sustainable energy use, carbon reduction and management) both locally and globally and their relationship with businesses and the community.
	Energy management and energy efficiency measures applicable to SMEs
<b>Skills and Abilities:</b>	Consultation and negotiation skills to a high level.
	High level of verbal and written communication skills.
	Problem solving skills on a practical level.
	Excellent presentation skills.
	Able to research and interpret complex relevant data, making recommendations where appropriate.
	Investigative/auditing skills.
	Accurate and methodical approach to management, planning and prioritising.
	Flexibility in working practices to achieve goals.
Able to travel to various sites during the course of the working day.	
<b>Experience:</b>	Application of energy management systems.
	Sustainable energy or carbon management or working towards an understanding of associated issues
	Presenting information/concepts to all levels.
<b>Educational:</b>	Degree or equivalent in either energy, engineering, science or environmental management discipline.
	Postgraduate qualification in energy assessment and monitoring or equivalent experience.

<b>Special Requirements:</b>	The postholder may be required to enter into confidentiality agreements where necessary.
	The postholder should demonstrate a personal interest and commitment to carbon reduction

**Date Reviewed:** January 2020

**Updated:** January 2020