



Coventry City Council

Job Description

Job Title:	Low Carbon Officer	Job Number:	A5673
Service:	Facilities Management	Post Number:	
Location:	Friargate	Grade:	7

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:

Under the general direction of the SHEQ Manager, to be responsible for undertaking the core energy project activities to ensure that the Council transitions towards Net Zero Carbon Emissions in the most efficient manner. Core activities include:

- Managing Property Decarbonisation Plans
- Energy Project Delivery
- Energy Compliance & Reporting
- Internal Stakeholder Engagement

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

Main Duties and Responsibilities:

Property Decarbonisation Plans

- Develop decarbonisation plans for the Council's estate in line with climate change targets set Nationally, Regionally and Internally.
- Identify sources of carbon emissions and opportunities for eliminating or reducing them.
- Develop business cases for projects that support the decarbonisation plans.
- Identify investments required to achieve the decarbonisation plans

Energy Project Delivery

- Support the delivery of energy efficiency and renewable energy projects across the Council.
- Develop and manage the project pipeline for the Council's Salix Recycling Scheme.
- Ensure any funded project delivery is compliant with terms and conditions of funding.
- Verify the impact of energy efficiency and renewable energy projects.

Energy Compliance & Reporting

- Work with the Energy Officer to track and monitor the carbon emissions for the Council's estate and report progress against Climate Change Targets.
- Manage any reporting required for compliance with legislation (eg. DEC Renewal)
- Provide Heads of Service with annual carbon performance updates
- Support the Climate Change and Sustainability Team with reporting obligations

Stakeholder Engagement

- Provision of support to stakeholders and clients in the efficient procurement, use and conservation of energy and water resources and associated services.
- Manage communications between energy project delivery and internal stakeholders and clients.
- Support internal stakeholders in understanding their carbon impact and supporting the Climate Change and Sustainability Team with internal actions.

General Duties

- Provide presentation material for Senior Officers and Committees as directed.
- Maintain effective relationships with customers, other sections and Council departments.
- Provide high quality standards of customer care.
- Support the SHEQ Manager and other members of the Energy Management team to deliver the services 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.

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 Workforce 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: 22 Apr 2021

Updated: 02 June 2021



Coventry City Council

Person Specification

Job Title:	Low Carbon Officer	Job Number:	A5673
Service:	Facilities Management	Grade:	7
Location:	Friargate		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Good knowledge of UK Climate Change Legislation and regional Net Zero ambitions
	<ul style="list-style-type: none">• Good technical knowledge of building services operation, low carbon technologies and renewable energy
	<ul style="list-style-type: none">• In-depth knowledge of measuring and reporting carbon emissions
	<ul style="list-style-type: none">• Understanding of UK funding opportunities for energy efficiency projects
	<ul style="list-style-type: none">• Knowledge of public sector procurement, structures and processes

Skills and Abilities:	<ul style="list-style-type: none">• Strong analytical and reporting skills to identify opportunities for system improvement
	<ul style="list-style-type: none">• Ability to develop business cases for energy efficiency projects
	<ul style="list-style-type: none">• Ability to manage internal and external contractors to delivery energy efficiency projects
	<ul style="list-style-type: none">• Ability to work on own initiative, effectively prioritise and meet deadlines when faced with conflicting priorities
	<ul style="list-style-type: none">• Ability to plan and communicate effectively both orally and in writing with a wide variety of stakeholders
	<ul style="list-style-type: none">• Ability to present project proposals to a wide range of stakeholders
	<ul style="list-style-type: none">• Ability to use standard Microsoft office computer software efficiently

Experience:	<ul style="list-style-type: none">• Experience of managing the delivery of energy projects in the built environment
	<ul style="list-style-type: none">• Experience of working with complex stakeholders to deliver functional solutions
	<ul style="list-style-type: none">• Experience of specifying, designing and validating energy efficiency projects.

Educational:	<ul style="list-style-type: none">• Energy/environmental qualification or equivalent (degree level)
	<ul style="list-style-type: none">• Prince 2 Project Management qualification (or Similar)

Special Requirements:	
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Date Reviewed: 22 Apr 2021

