



Coventry City Council

Job Description

Job Title:	Energy Officer	Job Number:	A5672
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 management activities to ensure that the Council uses and purchases its energy and water resources in the most efficient manner. 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 and Responsibilities:

Bill Validation & Payment

- Manage the Council's core £2.5m utility budget and be financially responsible for all utility payments.
- Confirm the validity of invoices received by the Council and manage any disputes with suppliers to completion.
- Ensure all invoices are paid in a timely manner and resolve any payment queries that are received.
- Track the utility expenditure against budget and provide updates to budget holders and senior finance officers.
- Prepare annual budget reports and ensure any accruals and year end reports are submitted as required in accordance with Council's financial accounting procedures.

Energy Data Management

- Use corporate systems such as Building Management System, Monitoring and Targeting system, payment systems etc to provide a pro-actively manage utilities and associated cost.
- Ensure accurate, transparent and auditable energy records are maintained to provide the Council with a central resource for its energy and water data.
- Manage utility and associated asset records for properties to keep them up to date.
- Prepare internal energy reports for internal stakeholders and clients as required.

- Analyse the records and consult with relevant bodies, taking appropriate action where consumption appears to be inconsistent with the building type or service provided, or where consumption has exceeded target levels

Utility / Supplier Management

- Provision of support to stakeholders and clients in the efficient procurement, use and conservation of energy and water resources and associated services.
- Day-to-day management of utility supply and associated contracts throughout their duration to ensure compliance, fitness for purpose, quality standards and value for money all in accordance with specification.
- Manage communications between the utility providers and internal stakeholders and clients.
- Provide proposals for changes to the supplier management or contracting process to derive savings for the Council

Energy Management SLA Management

- Manage the delivery of services to clients signed up to the Council's Energy Management Service SLAs.
- Providing specialist technical support both office based and via site visits as required for client portfolios.
- Develop the range of services offered to the Council's clients.
- Drive the growth of the client base for Energy Management Services

General Duties

- Provide presentation material for Senior Officers and Committees as directed.
- Maintain effective relationships with customers, other sections and Council departments and our utility suppliers.
- 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



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Person Specification

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Service:	Facilities Management	Post Number:	
Location:	Friargate	Grade:	7

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Good knowledge of Legislation around the energy sector and Energy Management Systems
	<ul style="list-style-type: none">• Good knowledge of Energy Management Systems and databases
	<ul style="list-style-type: none">• In-depth understanding of the components of utility charges and their relevance to an individual site's circumstances.
	<ul style="list-style-type: none">• Knowledge of Energy Markets and their drivers
	<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 anomalous data and discover the reasons driving change
	<ul style="list-style-type: none">• Ability to develop and maintain structured management systems to ensure fully auditable energy management processes.
	<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 multi-site utility contracts
	<ul style="list-style-type: none">• Experience of auditing and verifying energy billing
	<ul style="list-style-type: none">• Experience of ISO50001 energy management systems

Educational:	<ul style="list-style-type: none">• Energy/environmental qualification or equivalent (degree level)
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Special Requirements:	
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Date Reviewed: 22 Apr 2021

Updated: 22 Apr 2021