

Role Profile

LEAD OFFICER (ENERGY)

Reference No.	A4910	Type	Individual
Service	Property		
Job Family	Team Manager 2	Grade	FC9

Purpose

To be responsible for the operational management and development of a group of professional and technical staff in a specified Property Services team delivering key service expectations.

To contribute and where appropriate take a lead role for the development, implementation, monitoring and management of key functional activities and initiatives as delegated by the Lead Professional and where appropriate the Property Services management Team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing lead role in the management and maintenance of the Fife wide Building Energy Management Systems (BEMS) to ensure they continue to support achievement of Fife Council net zero objectives.	Educated to degree SCQF level 9, which includes a degree or equivalent in a related subject.	√	
Supporting the development of existing and new District Heating Networks.	Substantial post qualification experience.	√	
Supporting the new mandatory Local Heating Energy Efficiency Strategy (LHEES) obligations in conjunction with relevant stakeholders.	Professional/Technical qualification related to Energy Management or Engineering related discipline.	√	
Providing professional advice on energy/sustainability issues.	Experience and knowledge of District Heating systems.	√	
Providing professional/technical advice on the Council's energy contracts including input into contractual claims and/or dispute resolution where necessary.			
Providing professional leadership and management of the Energy Management team through personal and team development, coaching,	Leadership skills (Take Ownership – see How We Work Matters Framework)	√	

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managing attendance, performance and conduct and project work. Ensuring staff are well motivated, supported and trained to achieve service and section targets and objectives.	Experience of supporting staff development Management skills Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures.	✓ ✓	✓
Supporting the Lead Professional, to develop a culture of continuous improvement and effective means of communication and problem solving, ensuring that high standards are maintained at all times.	Ability to monitor performance and review information to make improvements (Deliver results)	✓	
Work with any part of the Operational Budget which may be devolved to the postholder by regular monitoring, taking any corrective action, as necessary. Monitoring and managing the Energy Management (EMRF) budget and commitments made.	Experience of budgetary responsibility.		✓
Maintaining awareness of changes in legislation, regulation and good practice and providing advice to the Lead Professional and the Property services Management Team of all matters within the remit of the post, as appropriate.	Knowledge of appropriate Standards and Legislation applying in the construction industry	✓	
Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.	Communication skills (both written and oral)	✓	
Allocating resources from within the team or where appropriate appoint external consultants. Working in conjunction with the Programme Office to confirm resources required to meet proposed programmes of work.	Ability to co-ordinate and prioritise tasks to tight schedules.	✓	
Contributing to ensuring adequate policies and management and operational practices are in place to minimise risk to the Council.	An awareness of changes in legislation, regulation and good practice at a national level which impact on the delivery of Property Services functions, providing recommendations to the Lead Professional for consideration and implementation. Knowledge of HASAW Act, 1974, etc	✓	
Ensuring safe systems of work, including the use of resources including plant and equipment, within the team that promotes, stimulates, and encourages the highest standards of health and safety for staff.			
Managing/operating in accordance with agreed health and safety protocols and within the wider context of the Council's Health and Safety Policy and other relevant statutory and legislative requirements, for			

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example the Health and Safety at Work Act 1974 and Construction Design and Management Regulations 2015.	Knowledge to compile suitable and sufficient risk assessments and knowledge of process.		
Contributing to the development of an effective Service Change plan. Ensure that team plans are aligned to Service Change Plan priorities, defining objectives and targets, key results and outcomes and measuring and monitoring progress.	Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)	√	
Contribute and where appropriate prepare and deliver reports, presentations etc on a range of issues ensuring that any proposals align with Council and Service objectives/priorities.			
Acting as Contract Administrator and taking lead responsibility for the effective operation of Council District Heating systems. To include, but not limited to: <ul style="list-style-type: none"> • providing system enhancements and improvements to ensure system operation is attaining maximum efficiency • preparation of annual planned maintenance programme • organising of any remedial/improvement works to ensure robust and resilient operation of District Heating systems. • management of new connections in conjunction with designers to ensure that these are installed to FC standard/specification. • liaison with energy customers/factors/contractors, as necessary. 	Initiative, personal resilience and experience of delivering change (Focus on customers) Valid UK driver's licence	√ √	
Complying with the Councils Scheme of Administration, Standing Orders and List of Officer Powers.	Knowledge and experience of Local Authority Procedures Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests.		√ √
Deputising for the Lead Professional on issues relevant to the remit of the specific post as required.	Ability to provide a regular and effective service	√	
Representing Property Services as required on internal and external working groups. Liaising with external agencies etc.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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JOB TITLE (of Specialist tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>