



# Role Profile

| ENERGY OFFICER |                                  |        |     |
|----------------|----------------------------------|--------|-----|
| Reference No:  | A112                             |        |     |
| Service:       | Place - Property Services        |        |     |
| Job Family:    | Planning, Property and Assessors | Grade: | FC7 |

| Purpose                                                                                                                                                                                       |
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| Support the Lead Officer in the provision of an Energy Management service and identify initiatives to improve energy effectiveness in relation to Fife Council's non-domestic building stock. |

| 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 |
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| Identify initiatives to improve energy efficiency and/or use of alternative energy technologies and assisting with financial appraisals/reports                                         | An HNC in Building Services, Energy Engineering, or a relevant discipline and have a minimum one year's experience post-qualifying in an appropriate post | ✓ |   |
| Utilise systems and procedures such as energy audits, energy monitoring data, the Energy Management Revolving Fund                                                                      | An HND in Building Services, Energy Engineering, or a relevant discipline                                                                                 |   | ✓ |
| Evaluate solutions on a building by building, service by service or Council wide basis as is appropriate to the issues being addressed. Implement where instructed, maintaining records | Have a good knowledge of building construction, services and contracts                                                                                    | ✓ |   |
| Carry out energy audits of properties as required in accordance with an agreed programme, and the requirements of building users                                                        | Ability to work with complex figures and undertake calculations                                                                                           | ✓ |   |

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>E</b>                                                                                  | <b>D</b> |
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| <p>Work with the Councils utility suppliers and utility infrastructure providers to manage utility supplies, new infrastructure connections, alterations and disconnections for new and existing Council non-domestic buildings</p> <p>Prepare data, reports &amp; graphics for council performance reporting mechanisms, in the support of promotion and development programmes and audit and assessment initiatives</p> <p>Provide building energy consumption data, compiling and maintaining details of the Council's building stock to ensure compliance</p> <p>Assist in developing a consistent and up-to-date Council-wide approach that ensures utility information is integrated into all relevant policy areas.</p> <p>Liaise with building users in utilising utility data for setting targets and budgets.</p> <p>Provide building users with advice and solutions to identified utility inefficiencies</p> <p>Ensure that systems are in place to effectively review the quality and performance of technologies used to minimise energy consumption and costs.</p> <p>Develop innovative solutions for the improvement of service delivery.</p> | <p>Skills in operating standard computer packages such as Microsoft Office</p> <p>Ability to learn specialist software packages</p> <p>Accuracy in work and attention to detail</p> <p>High standard of literacy skills to produce basic written reports and understand written instructions</p> <p>Good written, oral communication and presentation skills</p> <p>Ability to work as part of a team</p> <p>Ability to travel throughout Fife within a limited timescale</p> <p>Strong interpersonal, networking and group communication skills</p> <p>Ability to monitor performance and review information to make improvements</p> <p>Knowledge of appropriate Standards and Legislation applying in the construction industry</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |          |

**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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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required                                                                                                |                                                                                                                                                                                                                         |
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| 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"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>                                                                  | <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> |