



# Role Profile

## Strategy Officer (Local Heat and Energy Efficiency)

Reference No.	A4919	Type	Individual
Service	Planning Service		
Job Family	Professional 2	Grade	FC8

### Purpose

Undertake actions to support Fife Council’s sustainability and climate change work, with a focus on the duty described in the “Local Heat and Energy Efficiency Strategies (Scotland) Order 2022”, to support Fife Council to prepare, publish, support, deliver and update:

- a local heat and energy efficiency strategy, and
- a local heat and energy efficiency delivery plan.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Providing a leading role in managing key climate and sustainability projects, actively demonstrating a project management approach, such as developing business cases, identifying resources, managing project finance, procurement, and ensuring delivery such as contract management.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Experience of project management skills, time management, communication and leadership

Educated to SCQF Level 9 (Degree or equivalent) in a related environment, energy, engineering or planning related discipline or able to demonstrate that they have been employed in an equivalent role for at least the same length of time that it would take to gain qualification required.

**E**   **D**

√

√

## Role Profile

<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>
	Qualified to PRINCE2 or equivalent project management qualification		√
Leading all aspects of the council's Local Heat and Energy Efficiency Strategy duty, including development of approved documentation. Enabling the balancing of complex decisions across multiple, sometimes competing, priorities. Developing supporting documentation such as reports and Strategic Environmental Assessments.	Experience of preparing significant strategies / plans such as in a local government environment  Experience of undertaking a Strategic Environmental Assessment, or similar  Experience of development of an energy related strategy  Knowledge of related policy and environmental, climate and energy legislation such as the "Local Heat and Energy Efficiency Strategies (Scotland) Order 2022	√	√   √
Taking a key role in engaging and maintaining contact with internal and external stakeholders (such as Scottish Government), including consultations, workshops, meetings and training to support wide understanding and ownership of the key drivers and actions. Enable collaborative decisions across multiple priorities.	Experience of stakeholder engagement  Experience of supporting decision making across multiple priorities  Experience of development of strategy, policy or plans  Experience of working with national agencies, government, bodies and energy companies	√   √  √	
Actively use data (including spatial) for research and analysis, to support decision making and demonstrate opportunities. Underpin this work by enabling the collection, storage, validation and improvement, use and sharing of data, including agreements.	Experience of undertaking research, use of data, or pilot projects	√  √	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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>
	Experience of interpretation of data to support policy or actions  Experience of interpreting complex data / linking data, including spatial/GIS  Experience of specific energy related data analysis  Knowledge of data management including the development of data agreements		√  √  √
Leading and actively coordinating all aspects to develop, maintain and support delivery of an approved Local Heat and Energy Efficiency Strategy Action Plan. Development of clear actions that are owned and enable delivery of stakeholder priorities.	Experience of managing complex projects  Experience of developing action plans with multiple partners  Experience of funding and contract management	√	√  √
Undertake ongoing review of progress and performance to ensure compliance. Provide regular and staged reporting as required by the council and its duties.	E - Knowledge of assessment methods  E - Experience of preparing reports  D - Knowledge of performance management  D - Experience of reporting with an organisation such as local government and reporting to other organisations such as the Scottish Government	√ √	√  √
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p><b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility</p>	<p><b>E</b></p>	<p><b>D</b></p>
--	--	-----------------	-----------------

**Job Title (Specialists 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.

<p><b>Additional Information</b> – the following information is available:</p>	<p><b>Expected Behaviours</b></p>
--	-----------------------------------

- Skills Framework (if applicable)
- **How** we work matters

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.