



Role Profile

BEMS Energy Officer

Reference No.	A4949	Type	Individual
Service	Property Services		
Job Family	Professional 2	Grade	FC8

Purpose

Deliver all aspects of the Property Services' Building Energy Management System (BEMS) programme to ensure that environmental conditions, energy targets and critical services throughout the estate are within specification. To be the lead technical contact within the service for BEMS systems and provide technical support to the wider delivery team where appropriate. To coordinate and manage the maintenance and development of Property Services BEMS systems.

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

- Providing a 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.
- Co-ordinate the operation of the BEMS, manage and monitor the alarm / fault system and liaise with maintenance staff to respond to alarms, identify, diagnose, and resolve faults and operating problems.
- Audit control systems in key buildings and adjust settings within the BEMS and where required identify and commission hardware alterations on sites to optimise energy performance. Keep and maintain accurate operational functionality records and prepare regular progress reports to demonstrate the impact of BEMS control alterations on building and energy efficiency.

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

- Educated to degree SCQF level 9, which includes a degree or equivalent in a related subject. (This may include HND/HNC Level 8 or Level 7 qualifications if the applicant can demonstrate a robust track record of further experience that supplements their qualifications).
- Substantial post qualification experience.
- Professional/Technical qualification related to Energy Management or Engineering related discipline.

E **D**

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	<p>Extensive experience and proven track record in the implementation and management of Building Energy Management Systems. Effective I.T. skills.</p> <p>Experience and knowledge of maintenance of Trend, Coster, Ambiflex and Siemens control systems.</p> <p>Ability to co-ordinate and prioritise tasks to tight schedules.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Co-ordinate the delivery of routine maintenance of the BEMS in accordance with appropriate manufacturers specifications. This will include administration of maintenance contracts, supervision and direction of contractors in order to ensure reliable and cost-effective operation in conjunction with the Building Maintenance teams.</p>	<p>Leadership skills (Take Ownership – see How We Work Matters Framework)</p> <p>Management skills</p>	<p>✓</p> <p>✓</p>	
<p>Liaising with technical design teams and Controls Engineers on the design and specification of controls for new projects from initial design stage to handover.</p>	<p>Communication skills (both written and oral)</p>	<p>✓</p>	
<p>Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.</p>			
<p>Carry out inspections of existing BEMS installations, update records and working drawings, prepare reports and briefs for upgrading or modification where needed. Secure funding for new works and manage project budgets for direct work engineering contracts, maintenance and service contracts where appropriate.</p>	<p>Ability to monitor performance and review information to make improvements (Deliver results)</p> <p>Experience of budgetary responsibility.</p>	<p>✓</p>	<p>✓</p>
<p>Maintain a stock of generic replacement parts and source further items as needed including raising purchase orders.</p>			
<p>Liaise with building occupants to understand their needs and issues for comfort heating and cooling, balancing these requirements with the need for energy cost savings and reductions in environmental emissions to meet net zero targets.</p>	<p>Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)</p>	<p>✓</p>	

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Manage BEMS system access rights for authorised users, including setting agreed access control limits and provide / coordinate training for staff in how to use the systems effectively.	Initiative, personal resilience and experience of delivering change (Focus on customers)	✓	
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 challenge existing processes and idea and develop new ones where appropriate.	✓	
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	✓	
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.	✓	
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 example the Health and Safety at Work Act 1974 and Construction Design and Management Regulations 2015.	Knowledge of HASAW Act, 1974, etc Knowledge to compile suitable and sufficient risk assessments and knowledge of process.	✓ ✓	
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.		✓ ✓
Representing Property Services as required on internal and external working groups. Liaising with external agencies etc.	Valid UK driver's licence	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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 (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.

Additional Information – the following information is available:

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

Expected Behaviours

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.