Role Profile

TRAINEE ENERGY OFFICER			
Reference No:	A112		
Service:	Property Services		
Job Family:	Planning, Property and Assessors	Grade:	FC4 – FC6 (3 Year Fixed Term)

Purpose
To assist the Energy 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**
Stage 1 – FC4 (typically 1 year) Assist the Energy Officer to identify initiatives to improve energy efficiency and/or use of alternative energy technologies and assisting with financial appraisals/reports. Assist the Energy Officer in utilising systems and procedures such as energy audits, energy monitoring data, the Energy Management Revolving Fund. Assist in the evaluation of 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. Assist with energy audits of properties as required in accordance with an agreed programme, and the requirements of building users.		National 5 at level A or B in Mathematics, English and a Science or Technical subject together with: 2 Highers at a minimum of level C, one of which must be Maths with the other coming from Physics or Engineering Science OR a relevant technical course at SCQF Level 6 National Certificate Mechanical or Energy Engineering SCQF Level 6 Willingness to undergo training and a course of study relevant to the post such as an HNC in Building Services, Energy Engineering or other approved discipline Commitment to personal development	✓ ✓ ✓	 ✓

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Assist in the management of utility supplies, new infrastructure connections, alterations and disconnections for new and existing Council non-domestic buildings. Assist in the preparation of data, reports & graphics for council performance reporting mechanisms, in the support of promotion and development programmes and audit and assessment initiatives. Assist in the provision of building energy consumption data, compiling and maintaining details of the Council's building stock to ensure compliance Assist in developing a consistent and up-to-date Council-wide approach that ensures utility information is integrated into all relevant policy areas. Liaise with building users to assist the Energy Officer with utilising utility data for setting targets and budgets. Provide building users with advice and solutions to identified utility inefficiencies		Ability to work with complex figures and undertake calculations Skills in operating standard computer packages such as Microsoft Office. Ability to learn specialist software packages Accuracy in work and attention to detail High standard of literacy skills to produce basic written reports and understand written instructions Good written and oral communication Ability to work as part of a team	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Stage 2 – FC5 (typically 1 year) Identify initiatives to improve energy efficiency and/or use of alternative energy technologies and assisting with financial appraisals/reports. Utilise systems and procedures such as energy audits, energy monitoring data, the Energy Management Revolving Fund. Assist in the evaluation of 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. Assist with energy audits of properties as required in accordance with an agreed programme, and the requirements of building users.		Continue to undergo training and a course of study relevant to the post started in stage 1. All stage 1 skills, knowledge and experience are also applicable to stage 2. Hold a valid UK drivers' licence Strong interpersonal, networking and group communication skills	✓ ✓ ✓	 ✓

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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. Prepare data, reports & graphics for council performance reporting mechanisms, in the support of promotion and development programmes and audit and assessment initiatives. Provide building energy consumption data, compiling and maintaining details of the Council's building stock to ensure compliance Assist in developing a consistent and up-to-date Council-wide approach that ensures utility information is integrated into all relevant policy areas. Liaise with building users in utilising utility data for setting targets and budgets. Provide building users with advice and solutions to identified utility inefficiencies				

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Stage 3 – FC6 (typically 1 year) Identify initiatives to improve energy efficiency and/or use of alternative energy technologies and assisting with financial appraisals/reports. Utilise systems and procedures such as energy audits, energy monitoring data, the Energy Management Revolving Fund. With minimum supervision, 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. With minimum supervision, carry out energy audits of properties as required in accordance with an agreed programme, and the requirements of building users. 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. Prepare data, reports & graphics for council performance reporting mechanisms, in the support of promotion and development programmes and audit and assessment initiatives. Provide building energy consumption data, compiling and maintaining details of the Council's building stock to ensure compliance Assist in developing a consistent and up-to-date Council-wide approach that ensures utility information is integrated into all relevant policy areas.		All stage 1 and 2 skills, knowledge and experience are also applicable to stage 3 Ability to co-ordinate and prioritise tasks to tight schedules Ability to monitor performance and review information to make improvements Knowledge of appropriate Standards and Legislation applying in the construction industry Hold a valid UK drivers' licence	✓ ✓ ✓ ✓	

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With minimum supervision, ensure that systems are in place to effectively review the quality and performance of technologies used to minimise energy consumption and costs. Develop innovative solutions for the improvement of service delivery. Liaise with building users in utilising utility data for setting targets and budgets. Provide building users with advice and solutions to identified utility inefficiencies				
All Stages Ensure adherence to Statute Legislation, Approved Codes of Practice and Council Policies. Comply with relevant legislation and regulations and the Council's and Property Service's policies on Health and Safety and codes of practice. Carry out other tasks within the general scope of the post as may be allocated from time to time. Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.		All stage 1, 2 and 3 skills, knowledge and experience are also applicable.		
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
A traineeship is a work-based training programme that leads to an industry approved qualification. As part of this job role the post holder will be expected to attend college or university part time in order to undertake a recognised and approved course of study, achieving an HNC in an appropriate Building Services, Energy Engineering or other approved discipline				

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**
• 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.