

GRADUATE APPRENTICE BEMS OFFICER

Reference No.	A4949	Type	Permanent
Service	Enterprise & Environment - Property Services		
Job Family	Professional 2	Anticipated Grade	FC4 – FC8

Purpose
Assist in the delivery of 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.

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
<p>Stage 1 – FC4 (typically 1 year)</p> <p>Assist the BEMS Officer 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.</p> <p>Assist the BEMS Officer co-ordinating the operation of the BEMS including responding to alarms, identify, diagnose, and resolve faults and operating problems.</p> <p>Assist the BEMS Officer in auditing control systems in key buildings and adjusting settings within the BEMS. Assist with identifying and commissioning hardware alterations on sites to optimise energy performance. Assist with recording and maintaining accurate operational functionality records. Assist in the preparation of regular progress reports to demonstrate the impact of BEMS control alterations on building and energy efficiency.</p> <p>Assist the BEMS Officer with inspections of existing BEMS installations. Assist in the updating of records and working drawings. Help to prepare reports and briefs for upgrading or modification where needed.</p>	<p>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 OR 1 Higher at a minimum of level C and a cluster of SQA modules OR an SQA National Certificate / GSVQ in a computing or technical subject.</p> <p>HNC Mechanical, Building Services, Energy Engineering or related discipline.</p> <p>Willingness to undergo training and a course of study relevant to the job such as a BEng in Building Services Engineering.</p> <p>Commitment to personal development</p> <p>Ability to work with complex figures and undertake calculations</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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
	<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 and oral communication</p> <p>Ability to work as part of a team</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Stage 2 – FC5 (typically 1 year)</p> <p>Liaise with Technical Design Teams and Controls Engineers, assisting the BEMS Officer in providing advice on the design and specification of controls for new projects from initial design stage to handover</p> <p>Assist in maintaining a stock of generic replacement parts and sourcing 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. Assist the BEMS Officer to balance these requirements with the need for energy cost savings and reductions in environmental emissions to meet net zero targets.</p>	<p>Continue to undergo training and a course of study relevant to the job started in stage 1.</p> <p>All stage 1 skills, knowledge and experience are also applicable to stage 2.</p> <p>Hold a valid UK drivers' licence</p> <p>Strong interpersonal, networking and group communication skills</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>

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
<p>Assist in the delivery of routine maintenance of the BEMS in accordance with appropriate manufacturers specifications. This will include assisting in the administration of maintenance contracts and liaising with contractors in order to ensure reliable and cost-effective operation in conjunction with the Building Maintenance teams</p> <p>Maintain awareness of changes in legislation, regulation and good practice. Assist the BEMS Officer in providing advice to the Lead Professional and the Property services Management Team of all matters within the remit of the post, as appropriate.</p>			

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
<p>Stage 3 – FC6 (typically 1 year)</p> <p>Assist The BEMS Officer in developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services</p> <p>Assist in the Management of 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.</p> <p>Support 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.</p> <p>Assist the BEMS Officer, helping to ensure that adequate policies, management and operational practices are in place to minimise risk to the Council</p> <p>Assist the BEMS Officer to Ensure safe systems of work are in place, including the use of resources such as plant and equipment, Help promote, stimulate and encourages the highest standards of health and safety for staff.</p> <p>Assist the BEMS Officer to operate 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.</p>	<p>All stage 1 and 2 skills, knowledge and experience are also applicable to stage 3</p> <p>Ability to co-ordinate and prioritise tasks to tight schedules</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>	

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
<p>Stage 4 – FC7 (typically 1 year)</p> <p>Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services</p> <p>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.</p> <p>Contribute to ensure adequate policies and management and operational practices are in place to minimise risk to the Council.</p> <p>Ensure safe systems of work are in place, including the use of resources such as plant and equipment, Help promote, stimulate and encourages the highest standards of health and safety for staff.</p> <p>Manage/operate 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.</p> <p>Comply with the Councils Scheme of Administration, Standing Orders and List of Officer Powers.</p> <p>Represent Property Services as required on internal and external working groups. Liaising with external agencies etc.</p>	<p>All stage 1, 2 and 3 skills, knowledge and experience are also applicable to stage 4</p> <p>Ability to challenge existing processes and idea and develop new ones where appropriate.</p> <p>Experience and knowledge of maintenance of Trend, Coster, Ambiflex and Siemens control systems.</p>	<p>✓</p>	<p>✓</p>
<p>No progression to FC8 unless all competency criteria met</p>			

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
<p>Stage 5 – FC 8 (Permanent Position as BEMS Energy Officer)</p> <p>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</p> <p>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</p> <p>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.</p>	<p>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).</p> <p>Professional/Technical qualification related to Energy Management or Engineering related discipline</p> <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>✓</p>	<p></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</p> <p>Management skills</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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
Liaising with technical design teams and Controls Engineers on the design and specification of controls for new projects from initial design stage to handover	Post qualification experience Have a good working knowledge of construction	✓ ✓	
Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services	Communication skills (both written and oral)	✓	
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.	Ability to monitor performance and review information to make improvements Experience of budgetary responsibility.	✓ ✓	✓
Maintain a stock of generic replacement parts and source further items as needed including raising purchase orders			
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.	Strong interpersonal, networking and group communication skills	✓	
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	✓	
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	✓	

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
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. Knowledge of HASAW Act, 1974, etc Knowledge to compile suitable and sufficient risk assessments and knowledge of process.	✓ ✓ ✓	
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.			
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	✓	

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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
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 a BEng Hons Degree in an appropriate Building Services or Energy Engineering Discipline	Skills, Knowledge and Experience from Stage 1, 2, 3 and 4 apply	✓	
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
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Myself
- My Team
- Our Community
- Our Organisation