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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Energy Monitoring Officer
<b>DBS check</b>	This post will not require a DBS
<b>Post number</b>	TBC
<b>Your team</b>	Asset Management and Property Services
<b>You would be based</b>	Civic Offices
<b>Your line manager</b>	Facilities Manager

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## About the role

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You will be part of the Facilities team, which is within the Council's Asset Management and Property Service area. The wider team manages all council assets both across the operational and investment portfolios, along with development of land and buildings.

As the Energy Monitoring Officer, you will support us by collecting, analysing and reporting energy consumption to assist in the planning, evaluation and delivery of a range of climate change projects to help achieve the Council's objective of being carbon neutral by 2030.

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## The main purpose of the role:

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- Support delivery of the corporate energy management function including in relation to data collection and analysis, billing, and the design and implementation of onsite solutions.
- Liaise with sites, meter operators and suppliers to investigate and resolve queries relating to the supply and use of energy and water.
- Assist with the smart meter exchange and arrange for all Display Energy Certificates and Energy Performance Certificates to be kept up to date.
- To support internal culture change projects that help us achieve our climate change targets.

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## Specific duties and responsibilities

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This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. This job description may therefore be amended in consultation with the postholder.

1. To support the Council in the delivery of the Carbon Management and Reduction Plan
2. Capture, record, input and report energy, carbon and water data from a range of sources including meter reads, utility bills and other sources, inputting,

updating and effectively maintaining such data on databases and registers in line with the requirements of the Council's strategic approach to assets.

3. As directed by the Facilities Manager, coordinate the ongoing programme of smart meter exchanges.
4. Assist the facilities and building teams in coordinating disconnections and decommissioning of supplies to buildings, coordinating and planning the works, liaising with suppliers and arranging contractor access to ensure works happen in a timely and coordinated way.
5. Arrange for all Display Energy Certificates and Energy Performance Certificates to be kept up to date.
6. Investigate queries and abnormal consumption and charges. Resolve all day to day interactions with site users, suppliers, contractors and other internal and external stakeholders.
7. Analyse energy and water consumption/costs and assess energy and water performance against benchmark data with other groups of buildings. Collect and analyse energy and carbon data and present this information in such templates and other reporting as may be required to enable the Council to meet reporting requirements for energy and carbon.
8. Support the Facilities Manager and other services to resolve issues on energy and water contracts regarding discrepancies, mis-billing and the transfer or closure of utility accounts, ensuring that the Council's financial interests are protected and refund secured where they are due.
9. Work with the Facilities Manager, the Climate Change Programme Lead, the capital delivery team and others in producing business cases, technical specifications, reports and management information and to assess the viability of energy saving and carbon reduction projects.
10. Represent EBC at meetings and events as directed. Work with the internal culture change group to help drive our climate change objectives.
11. Any other work required and as directed within the confines of the existing grading and post.

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## What's missing?

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title:**  
**Energy Monitoring Officer**

**Salary: £26,973 - £29,032 (Scale 5)**

**Team:**  
**Asset Management and Property Services**

**Post no: TBC**

**Hours: 36**  
**Car allowance: C4**

### **Qualifications and education**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>1</b>	Education to relevant degree level (or equivalent)	<b>D</b>	<b>A</b>
<b>2</b>	Project management qualification, or equivalent experience	<b>D</b>	<b>A/I</b>
<b>3</b>	Sustainability/ carbon reduction qualification	<b>D</b>	<b>A</b>

### **Experience**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>4</b>	Coordination and delivery of projects	<b>E</b>	<b>A/I</b>
<b>5</b>	Working with a range of stakeholders	<b>E</b>	<b>A/I</b>
<b>6</b>	Experience of working with elected members	<b>D</b>	<b>A/I</b>
<b>7</b>	Data collection, analysis and reporting	<b>E</b>	<b>A/T/I</b>

### **Knowledge, skills and abilities**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>8</b>	Excellent analytical, organisational and research skills	<b>E</b>	<b>A/I</b>
<b>9</b>	Collecting energy monitoring data and keeping accurate records	<b>D</b>	<b>A/T/I</b>
<b>10</b>	Knowledge of renewable energy	<b>D</b>	<b>A/I</b>

<b>11</b>	Proven ability to work under pressure and to deliver tangible results to tight deadlines	<b>E</b>	<b>A/T/I</b>
<b>12</b>	Proven ability to work in multi-disciplinary teams	<b>E</b>	<b>A/I</b>
<b>13</b>	Good IT skills (preferably Officer 365)	<b>E</b>	<b>A/T/I</b>
<b>14</b>	Strong problem solving and evaluation skills	<b>E</b>	<b>A/I</b>
<b>15</b>	Creative, innovative and capable of thinking strategically and corporately	<b>E</b>	<b>A/I</b>
<b>16</b>	Flexible and adaptable working style	<b>E</b>	<b>A/I</b>

### Special requirements

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>18</b>	Access to a vehicle for visits throughout the Borough	<b>D</b>	<b>A/I</b>