

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Energy Efficiency Officer
Service:	Housing Operations
Team:	Strategic Asset Management
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Energy Efficiency Project Lead
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To support the Housing Operations team to decarbonise and improve the energy efficiency of our council-owned homes. To support in writing bid applications for grant funding to improve the performance and quality of our council-owned homes. To support the monitoring of the performance of our homes by analysing the data recorded by Internet of Things (IOT) and other sources of information and to use 	

this information to provide informed advice on improvements to our council-owned homes.

MAIN DUTIES AND ACCOUNTABILITIES

- To attend and contribute to external and internal meetings as appropriate to support service improvement in Housing Operations.
- Provide technical advice and support on low carbon buildings, fabric-first approach and whole-house approach to Housing Operations colleagues to advise on the feasibility of energy efficiency measures.
- To support in delivering domestic energy efficiency projects including project monitoring and reporting, site visits and liaison with contractors. This includes the Social Housing Decarbonisation Fund (SHDF) project and other domestic retrofit projects.
- To support in writing tender documents for retrofit projects.
- To provide technical input on writing bid applications for grant funding to improve the quality of our social homes, including energy efficiency. This will include writing text and analysing data from our asset management system to inform our application approach.
- To support managing data gathered to assess areas for improving the quality of our social homes, particularly areas related to energy efficiency improvements.
- To support ongoing work to ensure data integrity through careful data gathering, analysis and application including our work on IOTs.
- Work in partnership with contractors, Members and officers from Housing to ensure a holistic approach to service delivery.
- To undertake any other duties required as appropriate with the role level.

Customer Service

- Equality and Diversity – Actively promote the Council’s Equality and Diversity policy in all aspects of your duties
- Safeguarding – Adhere to effective safeguarding practices for vulnerable adults and children in accordance with the Councils policies, guidance and protocol
- Dignity and Respect – Treat all colleagues with dignity and respect whilst at work so that they are able to and encouraged to meet their full potential by working in a non- threatening environment free of harassment and/or bullying.
- Data Protection - Ensure that the principle of confidentiality and the Data Protection Act requirement are fully applied to your service area's work.
 - Information Sharing - Work in line with the relevant protocols and service level agreements to enable the effective sharing of information between agencies.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window.

Health and Safety

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.
- Asbestos – Have an understanding of the Control of Asbestos Regulations 2012; ensure that the Council's asbestos policies and procedures are adhered to.

DIMENSIONS OF THE ROLE

- Work across the Housing Service with officers at various levels including Strategic Directors, Assistant Directors, managers, team leaders, contractors and elected members.
- Support the improvement of the energy efficiency of some of our worst performing homes.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder will be in a position to provide senior staff with an essential insight into day-to-day operations and asset data within the Housing Service, which can be used to inform key business decisions that in turn can drive improvement in service provision and performance of our council-owned homes in relation to energy efficiency in particular.

PLANNING/ORGANISING/CONTROLLING

- Work with flexibility and collaboratively across the Housing Service to deliver projects to a high standard.
- Manage time effectively and efficiently and prioritise workload in relation to deadlines.
- Delivering projects within specified timescales.

CUSTOMERS AND CONTACTS

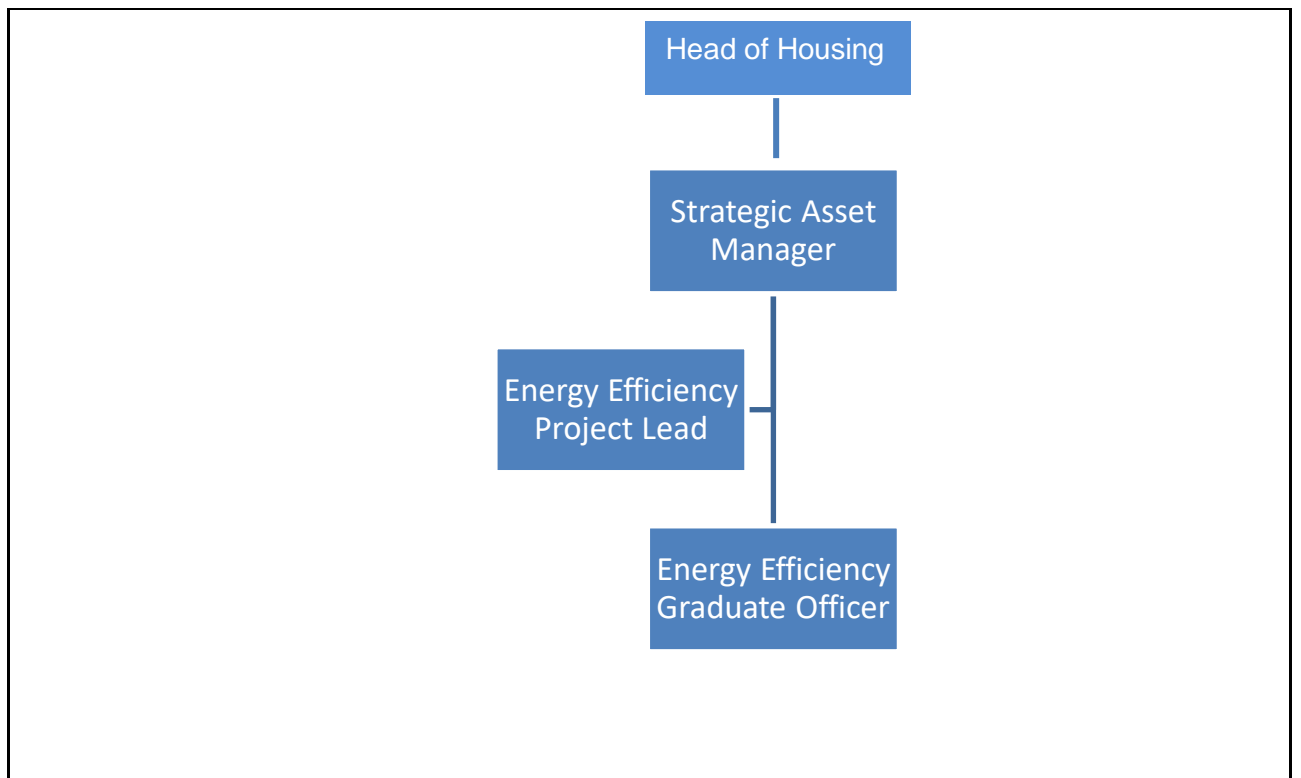
INTERNAL

- All staff and Members within the Council

EXTERNAL

- Tenants, leaseholders, tenant representative groups, contractors, suppliers, utility suppliers and other supporting agencies.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Built environment degree or equivalent professional qualification / experience (equivalent qualification / experience might include	A/C	Experience of delivering domestic retrofit Retrofit Coordinator qualification or equivalent	A/C
	Demonstrable experience of energy efficiency in buildings e.g. work experience or detailed study project. Experience should include a technical understanding of fabric-first approach, whole-house approach and low carbon buildings.	A/I	Local government experience and / or working in social housing	A/I
			Experience in bid writing Experience in delivering grant funded projects	A/I
KNOWLEDGE /TECHNICAL SKILLS	Excellent IT skills including Microsoft Office programmes (Word, Excel, Outlook), Sharepoint and email	A/E	Experience of working within the built environment, particularly social housing	A/I
	Experience in data management and analysis.	A/I	Experience of working with tenants and leaseholders Experience in writing tender documents for domestic works.	A/I
	Demonstrate an understanding of the Publicly Available Specification (PAS) 2030/35 assessment and accreditation	A/I	Awareness of Safeguarding	A/I

COMMUNICATION	High levels of written and verbal skills	I		
	Ability to exchange information and positively interact with colleagues at different levels in the organisation.	I		
	Consults others to inform work on service improvement, and keeps relevant stakeholders informed.	I		
	Ability to influence and appropriately chose the right style of communication to fit the audience.	I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Ability to respond to telephone calls and emails effectively and respond promptly to messages.	I		
TEAM WORKING	Ability to work collaboratively with other team members and external stakeholders where required.	I		
MANAGING SELF AND OTHERS	Ability to manage own work to time and quality standards.	I		
	Acts with integrity.	I		
	The ability to proactively seek out opportunities for personal learning and development	I		
CAN DO APPROACH /	Is willing to learn and develop all the desirable job criteria.	I		

ACHIEVING RESULTS	A positive and proactive attitude towards problem solving.	I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		
	Attends site inspections as required in the role and in accordance with the Business Travel Policy.	A/I	Full and valid driving licence.	A

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed:

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Energy Efficiency Officer	Post no:	
Service:	Housing Servies	JE score:	271
Team:	Strategic Asset Management	Pay band:	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	Add level	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results:	3	

REVIEWED BY:		DATE:	
CHECKED IN:	HR	DATE:	
LAST UPDATED:	Add date	DATE:	