## JOB DESCRIPTION

Post Title: Senior Energy Systems Officer	Director/Service/Sector Procur	ement Service	Office Use
Band: 6	Workplace: County Hall		JE ref:4297
Responsible to: Energy Team Manager	Date: April 2023	Manager Level:	HRMS ref:
<b>Job Purpose:</b> To provide comprehensive professional support to staff in the protection the Council's approved Energy Management Software. Utilise and present inform business cases, stakeholders and central government reporting.			
Resources St	for professional trainee and tech	Deputise for Energy Contracts Manager in periods of absence. Act as mentor/supervisor for professional trainee and technical support staff on particular projects. Contribute to programming and managing the workload of the team. Supervision of sub-consultants and external contractors.	
Finar	and monitoring. Contribute to inc validating and approving billing v	oduction and management of data to infor come generation for the Commercial Tear vorth circa £1 Million annually for paymer e and ensure income generation through	m. Managing nt. Resolve debt
Physi	cal Develop, manage, and maintain support the effective operation o	relevant databases, registers and busine f the unit. Maximise the effectiveness of or re maximum dividends from their utilisation	ess systems that current Energy
Clients Members, schools, business units, senior management, and other reporting to central government agencies for statutory compliance			olders as well as

## Duties and key result areas:

1. Deputise for the Energy Contracts Manager attending meetings of schools governing bodies and working groups as required

- 2. Careful validation and approval of utility invoices for payment, ensuring accuracy of meter reading data is reflected within the billing, validate the costs of the utilities against the contracts negotiated by procurement.
- 3. Flag any validation issues to the appropriate supplier and manage the process to ensure billing errors are corrected and credits are applied correctly to the accounts.
- 4. Reissue invoices to private organisations who share utility meters with public buildings.
- 5. Manage utilities suspense account ensuring accurate recharges and invoicing as necessary
- 6. Chase debts and income, manage and resolve complex enquiries, act as point of complaints escalation, billing/debt issues and stakeholder relationships. Manage the contracts with the framework providers and utility providers ensuring they meet their contract obligations.
- 7. Advise the procurement department during retendering of energy contracts and contracts for framework providers.
- 8. Manage the framework provider ensuring the procurement activities undertaken are value for money, benchmarking performance throughout the financial year against market trends.
- 9. Manage and develop the function of the Council's approved Energy Management Software
- 10. Utilise the information from the Energy Management Software to inform future budget setting and track performance against current budgets.
- 11. Contribute to income and savings planning processes, monitoring progress against plans throughout the year with a view to achieving set objectives.
- 12. Assist in the development and monitoring of team KPIs driving continuous improvement and cost savings
- 13. Deliver training and mentoring to team members and external service users on relevant use of energy management software and budget/energy savings enquiries
- 14. Run management reports on utility data from the Energy Management Software and interpret the information, using this in reports and proposals which will need to be tailored to the relevant audiences, including but not limited to Senior Management, Members, the Public, Schools, Management Accounts, and other stakeholders.
- 15. Provide assistance to the Energy Contracts Manager developing analytical tools and methodologies to accurately forecast savings expected from energy reduction/generation programs.

16.	To assist senior professionals with financial and project management and monitoring for individual projects and contracts including those promoted by other departments
	and external clients

- 17. To assist in the development of the schools SLA and promoting sign up and managing the income generation
- 18. Assist other departments in managing the upgrading and installing of new meters (Electric, Gas and Water) throughout the estate.
- 19. Provide assistance and information to other departments to assist the removing of required meters throughout the estate.
- 20. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.
- 21. To contribute fully to the planning, delivery, monitoring and recording the outcomes of the team's service plan
- 22. To adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of highquality services
- 23. Other duties appropriate to the nature, level, and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Involves travel to work sites and area offices throughout the County and further afield on
Working patterns:	occasion.
Working conditions:	Normal office hours Flexi-hours scheme applies.
	Some exposure to working outdoors.

## PERSON SPECIFICATION

Essential   Desirable   Assess by     Chowledge and Qualifications   Assess by     Degree level or equivalent standard of general education Understanding of relevant tegislation, regulations, and best practice. Awareness of the Energy markets, rereveable and energy reducing technology and understand how they can impact the Council. (commercial awareness and understanding of the relationship between costs, quality customer care and performance. Evidence of continued professional development.   Evidence of integrating and eveloping an Energy System and providing information based on systems information. Experience of training reports and inputing into the preparation of strategies, plans and protects.   Experience of integrating and developing an Energy System and providing information based on systems information. Experience of training reports and inputing into the preparation of strategies, plans and protects.     Skills and ability to design and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of maintaining and operating information, project and performance management systems and inputing information, project and performance management systems and producing and analysing output from such systems.   Experience of managing subcontractors and working with diverse such and the set of the end and halt are rational and coherent. Effective IT Kills and able to use ITC to achieve work objectives. Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effective IT setwoes sub and porting the means depending upon the audience. Proven record of excellent people skills, including good communication and interpersonal skills Is an effective	Post Title: Energy Systems Officer	Director/Service/Sector:	Ref:4297	
Knowledge and Qualifications Evidence of recent and relevant management training.   Degree level or equivalent standard of general education Evidence of recent and relevant management training.   Relevant management degree or post-graduate diploma e.g., MBA, MAS   Awareness of the Energy markets, renewable and energy reducing technology DMS.   And European government. Commercial awareness and understanding of the relationship between costs,   Quality, customer care and performance. Evidence of integrating and developing an Energy System and   Evolence of drafting reports and inputing information, project and performance Experience of integrating and developing an Energy System and   Providing information based on systems information, project and performance Experience of integrating and developing an Energy System and   Projects. Experience of anting reports and inputing information, project and performance Experience of managing subcontractors and working with diverse   Skille on the use and development of Energy Management software and associated tools Skille in the use of Microsoft Office. Experience of antinating and operating information, project and performance   Reserverse Skille in the use of Microsoft Office. Experience of anisitianing and papropriate means depending upon the addresort of the service both internal and coherent. Effective Ti Skills and able to use Ti C to achieve work objectives.   Skilledi		Desirable		Assess
Degree level or equivalent standard of general education Understanding of relevant legislation, regulations, and best practice. Awareness of the Energy markets, renewable and energy reducing technology and understand how they can impact the Council. Knowledge of climate change and the commitments made by local, national, and European government. Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of nocunitude professional development. Experience Revent experience in a relevant context and service. Recent experience in selecting and operate programme and providing information, project and performance Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Skills and ober to use ITC to achieve work objectives. Skills in the use of Microsoft Office. Excellent noifical professional and evelopment of Energy Management software and associated tools Skills in the use and development of Energy Management software and associated tools Skills in the use experience bet integrating and operate programme and providing information, project and performance management systems and producing and analysing output from such systems. Skills in the use and development of Energy Management software and associated tools Skille in the use of Microsoft Office. Excellent analytical /reasoning and paproach to problem solving and root cause analysis so referictive If skies, including good communication and interpersonal skills so an effective advocate for the service both internally and externally Applies a methodolical approach to problem solving and root cause analysis and effective I spondent to the service both internally and externally Applies a methodological approach to problem solving and root cause analysis and effective I spondent to the service both internally and externally Applies a methodological approach to intudertiking work and ability to manage and prioritise workload				by
Understanding of relevant legislation, regulations, and best practice. Awareness of the Energy markets, renewable and energy reducing technology and understand how they can impact the Council. Knowledge of climate change and the commitments made by local, national, and European government. Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Excellent ICT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance Experience of maintaining and operating information, project and performance Experience of maintaining and operating information, project and performance Experience of maintaining and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares writen, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audificus. San effective advocate for the service both internally and externally Applies a methodological ap				
Awareness of the Energy markets, renewable and energy reducing technology DMS.   Market and how they can impact the Council. DMS.   Knowledge of climate change and the commitments made by local, national, and European government. DMS.   Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. DMS.   Experience Experience in a relevant context and service. Experience of integrating and developing an Energy System and providing information. Based on systems information.   Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of managing subcontractors and working with diverse supply bases.   Skills and coble to use ITC to achieve work objectives. Skills and able to use ITC to achieve work objectives.   Skills and cole to soling and perportain energing and good communication and interpersonal skills, including good communication and interpersonal skills including good communication and interpersonal skills including approach to strategy, policy, assessment, and monitoing work.   Preventese analysis service of excellent people skills, including good communication and interpersonal skills to the service both internally and externally to manage and prioritise workload and contribute to team work priorities.				
and understand how they can impact the Council. Knowledge of climate change and the commitments made by local, national, and European government. Commercial awareness and understanding of the relationship between costs, guilty, customer care and performance. Excelence of continued professional development. Excelent experience in a relevant context and service. Excelent experience in a relevant context and service. Excelent CT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of matrixing reports and inputting into the preparation of strategies, plans and projects. Experience of maining and operating information, project and performance management systems and producing and analysing output from such systems. Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Erestience in applying a methodical approach to problem solving and root cause analysis Is an effectivel expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to strategy, policy, assessmenil, and monitoring work. Demonstrates a professional approach to internality and externality Applies a methodological approach to strategy, policy, assessmenil, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise worklo			diploma e.g., MBA,	
Knowledge of climate change and the commitments made by local, national, and European government. organisation and the relevant professional issues.   and European government. commercial awareness and understanding of the relationship between costs, quality, customer care and performance.   Evidence of continued professional development. Experience   Recent experience in a relevant context and service. Experience of integrating and developing an Energy System and providing information based on systems information.   Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems.   Skilled and babe to use ITC to achieve work objectives. Skilled in the use of Microsoft Office.   Excellent analytical /reasoning and planning skills Preational development of Energy Management software and associated tools   Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills   Prepares writen, verbal, and other media approach to problem solving and root cause analysis Preven record of excellent people skills, including good communication and interpressonal skills   Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional development of team work priorities.				
and European government. Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development. <b>Experience</b> Recent experience in a relevant context and service. Recent experience in a relevant context and service. Recent experience in a relevant context and service. Excellent ICT systems skills and ability to design and operate programme and project related software A breath of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. <b>Skills and able</b> to use ITC to achieve work objectives. Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares writen, verbal, and other media that are rational and coherent. Effectivelly expresses views using appropriate means depending upon the audience. Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Commercial awareness and understanding of the relationship between costs, juility, customer care and performance. Experience   Evidence of continued professional development. Experience of a relevant context and service.   Excellent ICT systems skills and ability to design and operate programme and project related software Experience of integrating and developing an Energy System and project related software   A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of managing subcontractors and working with diverse supply bases.   Skills and competencies Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems.   Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office.   Excellent analytical /reasoning and planning skills Prepares withen, verbal, and other media that are rational and coherent.   Effectively expresses views using appropriate means depending upon the audience. Presistence in applying a methodical approach to problem solving and root cause analysis   Proven record of excellent people skills, including good communication and interpresonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strat		organisation and the relevant professional issue	S.	
quality, customer care and performance. Experience   Excellent IC Systems skills and ability to design and operate programme and project related software Experience of integrating and developing an Energy System and providing information.   A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of managing subcontractors and working with diverse supply bases.   Starting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems.   Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office.   Skilled in the use of Microsoft Office. Excellent ralylical /reasoning and pappropriate means depending upon the audience.   Proven record of excellent people skills, including good communication and interpersonal skills Internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and priorities workload and contribute to team work priorities. Interpersonal skills				
Evidence of continued professional development. Experience   Experience Recent experience in a relevant context and service.   Excellent ICT systems skills and ability to design and operate programme and project related software Experience of integrating and developing an Energy System and project related software   A breadth of work experience in selecting and applying the full range of work situations. Experience of managing subcontractors and working with diverse supply bases.   Sperience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of managing subcontractors and working with diverse supply bases.   Skille and competencies Effective IT skills and able to use ITC to achieve work objectives. Skilled in the use and development of Energy Management software and associated tools   Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Proving and root cause analysis   Prover record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally   Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and priorities workload and contribute to team work priorities.				
Experience Experience   Recent experience in a relevant context and service. Experient ICT systems skills and ability to design and operate programme and project related software Experience of integrating and developing an Energy System and providing information. based on systems information.   A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of managing subcontractors and working with diverse supply bases.   Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of managing subcontractors and working with diverse supply bases.   Skilled in the use and development of Energy Management software and associated tools Skille in the use of Microsoft Office.   Excellent lools Skille on the use of Microsoft Office. Proprease withen, verbal, and other media that are rational and coherent.   Effective IP skills and able to appropriate means depending upon the audience. Preservice both internally and externally   Applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills   B an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioriti				
Recent experience in a relevant context and service. Excellent ICT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.				
Excellent ICT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Skilled in the use and development of Energy Management software and associated tools Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effective IV spresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.		Experience of integrating and developing an En	aray System and	
project related software Experience of managing subcontractors and working with diverse supply bases.   A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. Experience of managing subcontractors and working with diverse supply bases.   Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Experience of managing subcontractors and working with diverse supply bases.   Skilles and competencies Experience of Microsoft Office.   Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent.   Effective IT skills and able rouse using appropriate means depending upon the audience. Presistence in applying a methodical approach to problem solving and root cause analysis   Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities. Experience of managing subcontractors and working with diverse supply				
A breadth of work experience in selecting and applying the full range of professional methods, tools, and techniques in a wide range of work situations. supply bases.   Experience of drafting reports and inputting into the preparation of strategies, plans and projects. supply bases.   Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. supply bases.   Skilled in the use and development of Energy Management software and associated tools skills   Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills   Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience.   Preventer sufficience in applying a methodical approach to problem solving and root cause analysis prostement of cause and skills.   Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities. Excellent analytical approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
professional methods, tools, and techniques in a wide range of work situations. Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Skilled and the use and producing and analysing output from such systems. Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Presistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.			ning mar arteree	
Experience of drafting reports and inputting into the preparation of strategies, plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems.   Skills and competencies Effective IT skills and able to use ITC to achieve work objectives.   Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office.   Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent.   Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis   Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
plans and projects. Experience of maintaining and operating information, project and performance management systems and producing and analysing output from such systems. Skills and competencies Effective IT skills and able to use ITC to achieve work objectives. Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Experience of maintaining and operating information, project and performance   management systems and producing and analysing output from such systems.   Skills and competencies   Effective IT skills and able to use ITC to achieve work objectives.   Skilled in the use and development of Energy Management software and associated tools   Skilled in the use of Microsoft Office.   Excellent analytical /reasoning and planning skills   Prepares written, verbal, and other media that are rational and coherent.   Effectively expresses views using appropriate means depending upon the audience.   Persistence in applying a methodical approach to problem solving and root cause analysis   Proven record of excellent people skills, including good communication and interpersonal skills   Is an effective advocate for the service both internally and externally   Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Skills and competencies   Effective IT skills and able to use ITC to achieve work objectives.   Skilled in the use and development of Energy Management software and associated tools   Skilled in the use of Microsoft Office.   Excellent analytical /reasoning and planning skills   Prepares written, verbal, and other media that are rational and coherent.   Effectively expresses views using appropriate means depending upon the audience.   Persistence in applying a methodical approach to problem solving and root cause analysis   Proven record of excellent people skills, including good communication and interpersonal skills   Is an effective advocate for the service both internally and externally   Applies a methodological approach to strategy, policy, assessment, and monitoring work.   Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Effective IT skills and able to use ITC to achieve work objectives. Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.	management systems and producing and analysing output from such systems.			
Effective IT skills and able to use ITC to achieve work objectives. Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.	Skills and competencies			
Skilled in the use and development of Energy Management software and associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
associated tools Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Skilled in the use of Microsoft Office. Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Excellent analytical /reasoning and planning skills Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Prepares written, verbal, and other media that are rational and coherent. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
interpersonal skills Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Is an effective advocate for the service both internally and externally Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Applies a methodological approach to strategy, policy, assessment, and monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
monitoring work. Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
Demonstrates a professional approach in undertaking work and ability to manage and prioritise workload and contribute to team work priorities.				
manage and prioritise workload and contribute to team work priorities.				
Physical, mental, and emotional demands	manage and phontise workload and contribute to team work phonties.			
	Physical, mental, and emotional demands			1

Regular use of Display Screen Equipment.	
Normally works from a seated position with some need to move around, bend of	
carry items. Need to maintain general awareness with lengthy periods of concentration.	
Some contact with public/clients in dispute with the County Council.	
Ability to manage competing priorities and resolve conflict	
nonny to manage competing promise and receive connet	
Motivation	
Positive, enthusiastic, and motivated to deliver in a challenging and changing	
environment	
A strong corporate orientation and a commitment to tackling issues in a non-	
departmental manner.	
Dependable, reliable and keeps good time.	
Models and encourages high standards of honesty, integrity, openness, and	
respect for others.	
Helps managers create a positive work culture in which diverse, individual	
contributions and perspectives are valued.	
Proactive and achievement orientated	
Works with little direct supervision.	
Other	
Able to meet the transport requirements of the post	

others e.g., case studies/visits