

Job Description



South
Cambridgeshire
District Council

CORPORATE AREA Corporate Services	TEAM Policy, Performance and Projects
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LOCATION South Cambridgeshire Hall, Cambourne, Cambridge.

JOB TITLE Green Energy Investment Officer (2 year fixed term contract)	POST NUMBER
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SCP Range 30-35	Salary Range Grade 6
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RESPONSIBLE TO Corporate Programme Manager	RESPONSIBLE FOR No direct supervisory or management responsibilities
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HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED Daily use of VDU

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Purpose

1. The post holder's principal objectives will be to identify, research, develop and implement green energy investment opportunities and projects, with a view to delivering environmental benefit and generating income for the Council and possibly its partners to re-invest in our services.

Key Responsibilities

2. To identifying opportunities for investing in green energy projects, both on our estate and beyond.
3. To research and develop ideas to the business case stage. This would include the completion and presentation of a cost benefit analysis. Seeking approvals from senior management relating to green energy investment projects.
4. To project manage delivery of all approved business cases through to benefits realisation.
5. To develop and implement effective measures to achieve the ongoing performance monitoring of green energy measure business benefits.
6. To undertake an advisory and liaison role to the Climate and Environment Advisory Committee in relation to Green Energy Investment.
7. To manage contracts relating to the delivery of green energy investment projects.

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8. To develop and administer a Green Energy Working Group to ensure that there is a forum to share knowledge and discuss ideas amongst Officers working in the area across the Council.
9. Reporting to senior managers and Councillors on the progress of green energy investment programme.
10. To manage and disseminate effective communications around green energy investment.

Key Contacts

The role requires the post holder to have regular contact with EMT (Executive Management Team), Climate and Environment Advisory Committee, Councillors, Heads of Service, Green Energy Working Group and other officers.

External agencies including: Energy works contractors, Local Government Association, Internal and External Audit, partner organisations (e.g. 3C Legal), other local authorities, benchmarking and best practice groups.

General to all job descriptions:

All employees must be exemplars in demonstrating the Council's values and behaviours.

All employees must have due regard to the Council's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.

Work in an internal and external customer related way in accordance with adopted procedures and good practice.

Comply with the Council's Code of Conduct and other relevant policy, procedures and legislation.

Comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

To be responsible for establishing safe systems of work for investigators and visiting officers, with specific reference to lone and out of hours working. To continually assess, manage and mitigate risk to employees in the area of fraud investigation work.

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The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

South Cambridgeshire District Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all council employees and councillors to share this commitment.

All staff, at every level, are often best placed to identify many of the risks faced by the Council and therefore have a responsibility to identify and minimise risk, including taking prompt remedial action on adverse events and near misses, when necessary, and reporting these, following Council policies and procedures designed to manage risk and maintaining a general level of risk awareness.

Signature of Divisional Head:

Phil Bird

Date:

27 November 2018

Signature of Director/Chief Officer:

Alex Colyer

Date:

Job Description last review date: v.1 27th November 2018