

Business Functions S11 Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Principal Energy Engineer
Grade	PS11	Reports to (role title)	Renewable Energy Programme Manager
		Directorate	Environment, Transport and Infrastructure
		Service	Environment / Renewable Energy / Energy Management
		Team	Surrey Greener Futures
JE Band		Date Profile created	May-21

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose Including key outputs	<p>This role will be to enable the delivery of carbon reduction measures into a range of building projects including new build, refurbishment, maintenance and improvement works of the corporate estate. Furthermore, advising the schools and corporately on good energy management practices, improvements and recommend technical cost-effective solutions to achieve carbon reduction and renewable energy generation. This post holder will carry out and commission as appropriate targeted energy surveys and audits to assess energy generation and consumption at schools across Surrey. Similarly, undertaking energy surveys and feasibility studies and producing accurate quality reports detailing the improvements necessary to reduce energy use and carbon dioxide emissions for the corporate estate. Additionally, he/she will monitor different energy databases and target the consumption of energy and water within the council's portfolio of buildings, as well as report the results of actions to promote further applications of carbon reduction.</p> <p>Other areas of work will be making sure that premises (corporate or schools) are able to monitor energy usage and to support and encourage those who need to report and reduce consumption of energy. The post holder will work with the Renewable Energy Programme Manager to match potential renewable energy projects with adequate internal or external funding opportunities, for schools and/or for the corporate estate. Moreover, he/she will manage the delivery of a professional service to ensure the efficient and effective energy management programme, providing oversight and support throughout the project cycle. For schools this will be acting as a point of contact with the school manager throughout the project lifecycle (including procurement, installation, monitoring and operation).</p>
Work Context	<p>The County Council is undergoing a period of unprecedented change and this role will be an important part of the ongoing transformation. In July 2019 the Council declared a Climate Change Emergency and committed to reduce CO2 emissions in Surrey to net zero by 2050, or sooner. Climate change is a strategic priority for the Council, which sits across all service areas.</p> <p>The role holder will need to work collaboratively with internal and external stakeholders to set in motion the Council's energy ambitions and to see these through to fruition. Working closely with a number of partners, including relevant officers from the boroughs and districts authorities, the ability to travel around the county is a requirement of the role. Also, working collaboratively with schools' managers across Surrey and with internal and external stakeholders to set in motion the Council's energy ambitions and to see these through to fruition.</p>
Line management responsibility if applicable	Not applicable
Budget responsibility if applicable	No direct financial control of budgets, direct influence and measurable inputs on how to reduce costs to those managing budgets within schools and buildings.
Representative Accountabilities	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Customer Service & Support</p> <ul style="list-style-type: none"> Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> May monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all Values: To uphold the values and behaviours of the organisation.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant workroles. Professional qualification or evidence of high level understanding of relevant business disciplines. Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. Ability to understand, meet and exceed customer expectations Proven problem solving skills with the capacity to devise and implement innovative solutions. Proven ability to manage a wide range of complex projects or programmes. Significant work experience at management level in one or more relevant specialist areas. Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience required for the role in line with the above description	<ul style="list-style-type: none"> Relevant degree qualification in Energy Management or a related subject plus 3 years post qualification experience. Preferably in a Science, Environmental or Engineering Degree with M&E building services, energy efficiency and renewable energy content. Post graduate qualification in scientific or technical energy or building related discipline Legislation relating to energy use and carbon emissions. Sound understanding of renewable energy technologies (especially solar PV, water and ground source heat pumps), ability to provide technical design advice for renewable energy projects Experience in overseeing the delivery of energy efficiency and renewable energy projects across all the project cycle Energy surveys and cost effective recommendations. Building Regulations and implementation, incl Parts L1 and L2 Building services Heating Ventilation and Air Conditioning (HVAC), Lighting and Domestic Hot Water Systems (DHWs) and sizing buildings for energy demands. Financial constraints of a local authority and planning processes. Operating an energy monitoring and targeting system. Understanding of environmental issues facing councils on energy and carbon reduction. Experience of energy benchmarking for buildings. Proven energy surveying, auditing and reporting. Ability to develop and apply a systematic approach to energy efficiency / procurement matters. Ability to enthuse others to change behaviours and secure results. A team player and ability to work under pressure. A flexible approach and the ability to communicate with people at all levels. Good interpersonal skills. Proven IT and report writing skills. Experience of operating a corporate energy accounting system for a large organisation. Experience of a wide range of buildings and energy related issues Background in energy or building services work Must hold current valid UK driving licence
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
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