

Job Description

POST TITLE: ENERGY AND SUSTAINABILITY OFFICER
DIRECTORATE: NEIGHBOURHOODS AND HOUSING
SERVICE: PROPERTY AND ASSET MANAGEMENT
GRADE: PO1
LOCATION: LONDON BOROUGH OF HACKNEY
RESPONSIBLE TO: SENIOR ENERGY AND SUSTAINABILITY OFFICER
RESPONSIBLE FOR: NONE.

PURPOSE OF THE JOB

The post holder will deliver housing energy and sustainability projects in the Council's housing stock. The post holder will support the delivery of a comprehensive range of technical standards for improving the long-term energy efficiency and sustainability of the Council's housing stock, and contribute to achieving improvements in the borough's air quality. The post holder will also be responsible for promoting measures to increase the energy efficiency and sustainability of council homes among our residents and supporting initiatives to promote these issues.

The role also includes providing strategic advice, research, monitoring and accreditation for energy efficiency and the sustainability of the housing stock.

Council Specific Accountabilities

1. To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, incorporating the principles of valuing diversity.
2. To take a proactive role, taking personal ownership and responsibility for the delivery of excellent customer services within your area; working closely with Property and Asset Management and other Housing service colleagues in particular, to provide a seamless service.
3. To support and develop the vision and values of the Housing Directorate.

Key Accountabilities:

1. To assist in the development of comprehensive technical standards for the energy efficiency and sustainability of the existing housing stock, including identifying products which are sustainable, energy efficient and minimise fuel poverty for our residents.
2. To contribute to the development of design specifications to ensure that Council homes maximise energy efficiency and sustainability through effective joint working with colleagues in Regeneration, Planning and other relevant services.
3. To effectively promote and publicise energy efficiency and sustainability initiatives to Council tenants and leaseholders, and support a range of initiatives to help ensure that their homes get the most from these initiatives, helping them to live more sustainably, save energy, and contribute to tackling fuel poverty.
4. To maintain accurate records and provide strategic performance reporting and monitoring systems on the energy efficiency and sustainability of the Council's housing stock, and provide statutory returns and other required data to Government, other national, regional, and other relevant bodies.
5. To assist in bidding for resources and contribute to programmes that improve the energy efficiency and sustainability of the Council's homes.

SERVICE SPECIFIC ACCOUNTABILITIES

1. To apply consistently high quality service standards and levels of customer service.
2. To develop technical standards for improving the energy efficiency and sustainability of the housing stock, ensuring that the Council's housing assets meet the current and long-term needs of the borough's residents.
3. To use whole life costing exercises against proposed energy saving solutions.
4. To use professional judgement and expertise to assist in the production and implementation of a comprehensive set of standards for improving the energy efficiency and sustainability of the Council's housing stock, taking into account customer, quality, sustainability, legislative, and value for money considerations.
6. To provide advice and guidance to colleagues, councillors and residents on energy efficiency and sustainability issues in the council's housing stock.
7. Keep up to date with best practice and changes in housing related

energy efficiency and sustainability legislation, regulations and best practice, ensuring that the division is kept informed, including providing summary guidance and training, together with identifying policy and procedural changes required as a result.

6. To proactively research, maintain knowledge and awareness of, and identify best practice and products that will contribute towards delivering improvements in the energy efficiency and sustainability of the Council's housing stock, delivering quality and value for money.
7. To assist in the production of reports and statistics on the energy efficiency and sustainability of the Council's housing stock for strategic and monitoring purposes.
8. To assist in bidding for resources for increasing investment in the energy efficiency and sustainability of the Council's housing stock.
9. Maintain functional links and effective communication with relevant areas of Housing and other directorates within the Council, including area housing teams, Regeneration and Planning.
10. To contribute to a range of projects and programmes working with internal and external partners and residents that will improve the energy efficiency and sustainability of the Council's housing stock.
11. To review proposals and make recommendations for increasing energy efficiency and sustainability on capital schemes.
12. To produce EPC certificates for Council housing stock and work jointly with the Leasehold Services team to produce EPCs for right to buy applications.
13. To assist with programmes to educate residents on measures to reduce fuel poverty and reducing energy consumption in the Council's housing stock.
14. To assist with the management of effective heat metering and billing in the Council's housing stock.
15. To provide training, awareness raising, guidance materials and other information on energy efficiency and sustainability matters to a wide range of audiences as directed.
16. To demonstrate a commitment to Hackney Council Vision and values.
17. The post holder will be expected to undertake such additional duties and responsibilities consistent with the role and grade as may be allocated.

Person Specification

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Skills and abilities

- Ability to prepare technical energy efficiency and sustainability briefs and specifications
- Ability to create and maintain positive working partnerships
- Ability to analyse data
- Communication skills, written and verbal
- Ability to work under pressure, and to tight deadlines.
- Be adaptable to change and have an ability to acquire new skills and knowledge, thus being responsible for own personal and professional development.
- An ability and commitment to comply with the Council's Equal Opportunities policy.

Knowledge

- Have extensive technical knowledge, experience and understanding of energy efficiency and sustainability standards, legislation and best practice as they relate to domestic housing premises and the surrounding environment.

Experience

- Experience of developing technical specifications
- Experience of project management desirable

Qualification

A relevant minimum professional qualification e.g. Degree in Environmental Science or building related qualification, or equivalent through training and experience.

Circumstances Able to attend evening meetings and work flexibly.

OUR VISION AND VALUES

We're working to make Hackney a place for everyone. Where all our residents, whatever their background, have a chance to lead healthy and successful lives; a place of which everyone can be proud, with excellent services and public spaces, thriving businesses, and strong communities; a place that celebrates diversity, and where everyone can feel valued, included and involved.

PROUD of what we do, of the Council, of each other, and of Hackney.

AMBITIOUS for Hackney, and for ourselves, always seeking to be the best at what we do, and to get the best for the people of Hackney.

PIONEERING and innovative, always seeking new solutions and making space to be creative, to learn and to share ideas.

OPEN, honest, and accountable, working with others, listening, showing trust in each other and in our residents.

PROACTIVE and positive in the way we approach problems and challenges, and take up the opportunities that come our way.

INCLUSIVE both as an employer and a service provider, celebrating diversity, and treating colleagues and residents with respect, and with care