

Role profile

Job Title:	Energy insights officer	Grade:	10
Department:	Planning, Design, Sustainability	Post no.:	06571
Directorate:	Economy and Sustainability	Location:	Perceval House

Role reports to:	Net Zero Manager
Direct reports:	None
Indirect reports:	Supervision of consultants/contractors delivering improvements to data systems, roll out of smart metering, or similar

Job description

Purpose of role

The postholder will derive insights from the organisation's utility data to drive energy efficiency and sustainability initiatives that reduce costs and cut carbon emissions. They will monitor and analyse data, improve contract management and build relationships across the council to deliver continuous performance improvements.

Insights and analysis

- To use, interpret and analyse energy consumption data to prepare necessary briefing reports
- To validate savings achieved by implemented energy saving measures and identify energy consumption patterns
- To work with internal council teams to improve data and reduce energy consumption through influencing behavioural change, and providing actionable insights from data
- To support internal teams with decision-making in relation to investments to reduce energy consumption and carbon emissions
- To ensure the processes are fit-for-purpose, contribute to efficiency of joint working across the council teams
- To support the implementation of energy policies and strategies that contribute to the council's climate commitments
- To ensure that the council's building portfolio is compliant with legislation relating to Energy Performance Certificates

Data integrity and reconciliation

- To lead on the collation and management of a large and complex energy data set from across the council's estate, provide consumption and trend analysis

- To work with the council's energy and water contractors to ensure data systems align and there is a robust bill-reconciliation process in place.
- To manage consolidation of all ad-hoc utility supply points into the council's main contracts
- To ensure data accuracy and integrity and provide robust analysis that feeds into the council's annual reporting of emissions (scope 1, 2 and 3).
- To ensure that data is of high quality, including metering/measuring equipment and software is operational, by carrying out site visits in order to avoid or minimise any cost penalties to the council's energy and water supply contracts and in relation to UK legislation. Where appropriate, the post holder will be responsible for requesting, managing and monitoring rectification measures.

Procurement and projects

- To procure the utility suppliers with support of Net Zero Manager and in line with council standing orders and procurement regulations, and while ensuring the council achieves best possible value for money
- To project manage short-term projects, such as meter upgrade programmes for gas, water and electricity across the housing estate.
- To establish and deliver a reporting cycle for information relevant to service leads

Key accountabilities

Overall:

- Help make the team and council an inclusive place to work
- Develop effective data management systems for energy and water supplies
- Maintain energy and water supply portfolio data to deliver financial benefit and to reduce carbon emissions across the borough and improve housing conditions
- Develop effective means for organising and monitoring changes to utilities data for tracking portfolio performance
- Effective management of contractors and suppliers delivering works to support the role

More specific:

- Ensure the utilities portfolio achieves compliance related to all water and energy meters
- Be the key point of contact for all queries related to energy data, including utilities and supply meters by offering technical/practical advice to ensure statutory requirements are met
- Produce energy reports and data analysis for those who require it, including facilities managers, the sustainability team, senior management and councillors as required
- Contribute to all statutory and internal energy and CO₂ reporting requirements, and to develop the necessary reporting and data systems to support this function
- Analyse energy consumption/cost reports and liaise with relevant business units in order to reduce consumption/costs

- Be responsible for timely and accurate responses to all queries related to energy and water data, including but not limited to queries from energy procurer, suppliers and relevant stakeholders
- Ensure that stakeholders are managed to improve the accuracy of billing and reliability of energy and water consumption reports
- Effectively support the change process in the utilities portfolio, such as recording additions or site closures
- Commission new properties/decommission old properties for energy and water management purposes by managing completion of relevant forms.
- Manage the energy bureau service provider to ensure contract compliance
- Track and maintain a database of changes to the utilities supply portfolio to ensure there is audit trail of changes to supply meters
- Maintain an overview of the utilities budgets and prepare utilities expenditure and forecasts when requested by service departments and other relevant internal stakeholders.
- Work with council services to ensure successful roll out of Smart meters across the portfolio.
- Track performance of the Council's energy, water, metering and associated contracts to ensure good performance and value for money are delivered
- Maintain databases and methods of electronic data transaction and management, in order to maintain effective recording, monitoring and targeting of energy and water consumption and cost and review these processes on an on-going basis

Key relationships (internal and external)

Internal:

- Strategic Property
- Property services
- Housing income service
- Repairs and Adaptations service / Home Improvement Agency
- Housing benefits
- Climate & Sustainability

External:

- Residents
- London ALEO (Association of Local Energy Officers)
- Energy Saving Trust
- Energy Bureau Services provider
- Utilities Supplier

Authority level

- Indirect management of project teams
- Direct management of contractors
- Local budget responsibility up to £1000

Person specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Experience and interest in data management, energy or climate action
2. Proven ability in collecting, analysing and interpreting statistical data
3. Proven high standard of communication and influencing skills demonstrated by the ability to encourage and develop creative thinking and problem solving, explain complex topics and build relationships and networks internally and externally
4. Ability to use of Microsoft applications to a high standard including Word, Excel and Powerpoint

Essential qualification(s) and experience

1. Experience of data collection, analysis and reporting
2. Experience communicating complex ideas to a variety of audiences
3. Experience of project and contract management
4. Experience establishing processes and procedures
5. A degree or comparable professional experience or equivalent qualifications in the data management, project management, environmental sciences, energy management or housing asset management

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards