

Kent County Council

Job Description: *Community and Domestic Energy Support Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KR8
Responsible to:	Energy Team Leader

Purpose of the Job:

To undertake a range of specific project activity to support the delivery of energy advice and support relating to community or domestic energy efficiency and generation projects within the Kent Environment Strategy and the Kent and Medway Energy and Low Emissions strategy. This will include working with public and private sector partners and engaging with local communities.

To support a range of project activity within the county wide Net Zero 2050 plans including providing renewable energy generation and energy efficiency advice, data and evidence gathering, report writing, engaging with partners and customers and supporting the co-ordination and implementation of a range of specific projects at a local and county level.

Main duties and responsibilities:

1. Undertake project work relating to the creation and supply of community based energy and energy efficiency advice for the domestic sector to support the Kent Environment Strategy, and the Kent and Medway Energy and Low Emissions strategy and their associated implementation plans.
2. Lead on the development and delivery of community collective buying schemes, including Solar Together, to deliver value for money in supporting residents and businesses in decarbonising buildings within agreed customer service and quality assurance systems endorsed by trusted partners.
3. Co-ordinate a programme of activity with schools and young people to establish what energy advice, support and action could be implemented in order to engage with local communities and lead to development of energy pilots and projects.
4. Co-ordinate and deliver project activity, working on specific and sometimes specialist workstreams which will vary in subject, scale; and complexity to ensure the projects' benefits are realised.
5. Develop specialist, relevant knowledge to brief and advise staff at all levels, including senior managers and on occasion Members, concerning project progress, giving presentations and providing written reports as required, to ensure that they are fully informed at each stage of the project

6. Undertake research and analysis to meet project objectives including the collation and presentation of data and evidence. Monitor and evaluate the progress of projects, identifying scope for improvement or any problems or constraints as determined by legislation and national and local initiatives to develop project briefs which support agreed and changing objectives.
7. Monitor and report the project's progress against the plan, evaluating progress to aid policy development and decision-making
8. Prepare material for meetings and presentations, keeping track of agreed actions by partnership agencies and co-ordinating responses to ensure that the project progresses within agreed timescales. Update, modify and retrieve project data, prepare a variety of reports, cross check data and develop new systems to provide accurate and reliable information.
9. Contribute to the writing of bids and other funding opportunities to secure funding for new projects
10. Seek opportunities to expand and maintain the stakeholder network to ensure all key sectors are represented and good practice is shared within and across public sector, residents, community, and business organisations.
11. Carry out any other duties as required commensurate with the responsibility and grading of the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Community and Domestic Energy Support Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to NVQ level 2-3 and/or first level professional qualification and experience in a relevant field
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in teams with a range of partner organisations and agencies • Experience of renewable energy, community energy, energy efficiency and advice or low carbon related project work, including working on projects of significant complexity • Experience of working in a political environment
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Outstanding numerical and creative written skills and an eye for detail are essential • Ability to analyse and research information to inform project decision making • Excellent communication and interpersonal skills and a proven track record of working well within teams and building effective working relationships with internal and external stakeholders. • Aptitude for learning and understanding technical information • Ability to plan and prioritise workload to meet deadlines and to work with minimum direction with a proven track record in planning and delivering project activity • Commitment to equalities and promotion of diversity in all aspects of work
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of administrative and computer systems and report writing • Good understanding of environmental issues, community energy generation, domestic energy efficiency technological solutions or sustainability • Knowledge of wider challenges and opportunities faced by the public sector and KCC in the sustainability or energy field
BEHAVIOURS	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p>

	<p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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