

Kent County Council

Job Description: Energy Team Leader

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KR10
Responsible to:	Energy and Climate Change Manager

Purpose of the Job:

Develop, support, monitor and review activity relating to specific renewable energy and low carbon projects within the Kent Environment Strategy and the Kent and Medway Energy and Low Emissions Strategy. The role will focus on supporting Kent County Council to achieve Net Zero by 2030 and Kent Net Zero by 2050 by delivering carbon dioxide emissions reduction to achieve both corporate and Kent wide sustainability and climate change targets while also providing a long-term income to KCC. Provide extensive advice and support across KCC in order to ensure effective project implementation is in line with budgets and timescales. To co-ordinate and support project activity with key internal and external partners.

Main duties and responsibilities:

1. Support and manage a range of energy and low carbon projects across the Council and within a partnership context at all stages of the project cycle, including preassessment, business case, project initiation, planning, management of project dependencies, development of sustainability plan, assisting in the project closure and lessons learned report
2. Lead the work plans and priorities of the Energy staff team overseeing their delivery plans and outputs to ensure that services are proactively and collaboratively delivered on behalf of the Council and relevant partners.
3. Monitor and evaluate the progress of the project, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local policy and initiatives, in order to develop project proposals and business cases which support agreed and changing objectives.
4. Monitor and undertake any relevant commissioning activity, as agreed with senior managers, in order to ensure that overall project objectives are met.
5. Maintain regular and effective communication with stakeholders, including recommendations and reports on projects to ensure that informed decision-making takes place.

6. Develop specialist knowledge of project management techniques, relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and to ensure effective briefing to all stakeholders.
7. Provide support to the Programme Manager/Project Sponsor in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.
8. Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
9. Promote the project within KCC and across partnership organisations at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
10. Develop, maintain and analyse monitoring and audit information for all stages of the project, to ensure that all relevant standards are met.
11. Carry out any other duties as might be required commensurate with the responsibility and grading of the post.

Kent County Council

Person Specification: Energy Team Leader

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"> NVQ4 or 5 or equivalent and full professional qualification A recognised project manager qualification (or willingness to work towards APM PMQ and Better Business Cases qualifications)
EXPERIENCE	<ul style="list-style-type: none"> Substantial project management experience within a relevant field Experience of joint working and working with partnerships at a local, regional and national level Managing budgets and forecasting Direct experience of work involving analysis or review in a range of settings, including the development of business cases, funding bids and economic appraisals Previous experience of presenting reports and participating in meetings with elected Members and Senior Officers Energy management and assessment Implementing energy, water and renewable energy projects Supporting, managing and developing staff in a team leader capacity
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent communication skills (both verbal and written) to communicate with people at all levels
	<ul style="list-style-type: none"> Excellent presentation and negotiation skills Ability to think creatively and strategically Ability to manage and deliver change appropriately Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies Ability to analyse and interpret complex data Ability to write and develop business cases, funding bids and economic appraisals High level of political and organisational skills – tact and diplomacy Ability to challenge accepted ways of working Excellent organisational and co-ordination skills Ability to meet strict deadlines and targets Ability to effectively plan and implement projects Project initiation, implementation and evaluation skills

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

KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of issues relating to specific project areas (Energy) • Good working knowledge of legislation relating to the project areas (Energy) • Up-to-date knowledge of research and policy developments which impact on the project areas • Good general knowledge across a broad range of the Council's services in order to ensure that proposals are consistent with the Council's overall policies and directives • Awareness of and responsiveness to political issues • Knowledge and understanding of budgetary and financial procedures including external funding mechanisms • Good understanding of environmental management systems (EMS) • Excellent understanding of energy and water efficiency and management • Knowledge and interest in the latest low carbon and renewable energy technologies
Kent Values and Cultural Attributes	<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 Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent</p>
	<p>Empowering - our people take accountability for their decisions and actions Externally Focused - residents, families and communities at the heart of decision making</p>