

## Kent County Council

### Job Description: *Energy and Sustainability Lead*

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<b>Directorate:</b>	<b>Deputy Chief Executive Department</b>
<b>Unit/Section:</b>	<b>Infrastructure</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Hard FM and Security Contract Manager</b>

### **Purpose of the Job:**

Responsible for the development and implementation of an Energy and Sustainability strategy and improvements that drive operational and environmental performance supporting KCC in achieving its Net Zero target by 2030.

### **Main duties and responsibilities:**

1. Manage, develop and implement estate sustainability strategy including infrastructure, facilities management, and operational use of KCC buildings to inform relevant KCC policy
2. Manage the relationship with our Energy bureau, influencing and informing the internal team while engaging with the Hard FM Services contractor to assist with the changes required to reduce energy consumption.
3. Provide detailed professional and technical advice regarding the operation and maintenance of the energy consuming infrastructure to ensure assets deliver optimal carbon and energy efficiency, including boilers, chillers, HVAC (heating, ventilation and air conditioning) systems, lighting etc.
4. Monitor emerging sustainability related legal compliance as well as Government and industry best practice including climate change adaptation, biodiversity programmes and sustainable construction for major refurbishments or new building projects to ensure all KCC policies and procedures remain relevant and that FM is working towards last targets.
5. Support with the management of energy projects providing expert guidance to ensure returns on investment and agreed savings are delivered
6. Formulate a plan to reduce energy consumption for the short, medium and long term to ensure there are key milestones for no cost and low-cost initiatives, putting measures in place to ensure these plans are regularly reviewed.
7. Proactively contribute to the sharing of experience and expertise across KCC customer base, supporting with green initiatives and plans towards KCC's Net Zero target.

8. Undertake BREEAM and LEED building assessments to determine the energy efficiency of the buildings and make recommendations for improvements.
9. Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service putting the customer at the heart of every aspect of the work.
10. Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation, proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

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.

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### Person Specification: Energy and Sustainability Lead

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 4 qualification ideally in energy and sustainability, mechanical or electrical engineering or building services</li> <li>• Relevant energy efficiency, Low carbon and sustainability qualifications</li> <li>• Relevant professional membership e.g., CIBSE, Energy Institute</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of energy management, including energy procurement and compliance experience</li> <li>• Experience of developing and implementing energy efficiency and wider sustainability initiatives</li> <li>• Working knowledge of BMS and control theory</li> <li>• Experience of a one team approach and working collaboratively within a wider team</li> <li>• Experience of partnership working within a public sector or other relevant settings at different levels.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Project management skills with the ability to clearly communicate energy and sustainability strategies/plans to project teams and senior KCC staff</li> <li>• Ability to carry out full energy surveys and make recommendations for improvements</li> <li>• Ability to interpret energy data and use as a basis for reduction strategies.</li> <li>• Excellent written and verbal communication skills and be able to adapt the communication style to suit different audiences.</li> <li>• Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of BREEAM, how it works and how it is used to specify and measure the sustainability performance of buildings</li> <li>• Understanding of the principles behind HVAC, Refrigeration, Lighting operations and system design integration</li> <li>• Extensive knowledge of the principal techniques and technologies which support the efficient use energy</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> </ul>

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**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

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)