

Kent County Council

Job Description: *Energy Project Support Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Sustainable Business & Communities
Grade:	KR6
Responsible to:	Energy Programme Manager

Purpose of the Job:

The purpose of the job is to provide technical and project support to key initiatives being implemented for the Kent Environment Strategy, including the Kent and Medway Energy and Low Emissions Strategy, as well as the Net Zero delivery for KCC Estate and the wider Kent target. The post will provide support to the technical Energy Manager with regard a range of energy initiatives.

The post holder will also work closely with the Energy Programme Manager and other programme managers in the team, playing a key role in supporting the delivery of projects, with the opportunity to lead on some activities as appropriate.

Main duties and responsibilities:

- Provide a high level of administrative and project support, particularly to the Energy Programme Manager, on programme activity as required, making recommendations for changes and improvement.
- Under the direction of the technical energy manager, support the work on the KCC Salix Fund including arranging payments, collating evidence and acting as a key contact for funders and fundees.
- To assist in the development of energy projects including work to deliver the net zero targets for KCC Estate and the wider Kent work around energy. Support the renewable energy projects and the decarbonisation of heat work across KCC estate.
- To liaise with partners and other stakeholders in the delivery of the energy programme, acting as the first point of contact for specific projects and facilitating good partnership working internally and across Kent.
- Support the Programme Manager in project specific data management by researching, gathering, organising and recording a range of information from a variety of sources and using a multiple techniques and tools, both IT-based and manual, contributing to the delivery of reports and updates to partners and stakeholders.
- Under the direction of the Energy Programme Manager, prepare regular communications material, act as first point of contact for specific projects and be involved in engagement activities to facilitate good partnership working internally, across Kent and internationally by answering simple and more complex calls and e-mails.

- Maintain an up-to-date knowledge of energy, sustainability and climate change policy, priorities, issues and evidence, to assist in project delivery.
- Carry out any other duties as might be 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: *Energy Project 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"> NVQ level 3 or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> Experience of working on and completing small projects within strict deadlines. Experience of handling, analysing and interpreting data and summarising the results in written reports. Experience of working as part of a team.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent interpersonal and communication skills (written and verbal), when dealing with all levels of staff, customers, and external partners. Ability to interpret complex data/reports and present the findings in a way that engages a range of audiences (e.g. staff, customers, management). Strong organisational skills, including managing a varied workload and the ability to meet strict deadline and targets. Ability to work within an agreed work environment, applying own initiative and discretion, without close supervision.
KNOWLEDGE	<ul style="list-style-type: none"> Excellent knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook, Teams). Knowledge of local authority functions. Awareness of environmental sustainability and climate change and an interest in learning more.
BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none"> Have a 'can-do', positive attitude. Be customer-focused. Work to find positive solutions, be creative. Ability to work as part of a team. <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