**Job Profile Information: Senior Energy Management Officer**

**This supplementary information for Senior Energy Management Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level 4 Zone 2 Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:** **The purpose of the role is to make sure that accurate monitoring of energy use is consistent and thorough across metered sites and energy networks. The role will also need to make sure that billing to individuals is accurate, based on actual consumption and the correct tariff.** **In addition the post holder will work with the various teams across the Council to improve systems and simplify monitoring**

**Example outcomes or objectives that this role will deliver:**

1. Work across teams to deliver an ambitious, complex and challenging work programme so that metering of energy use and consumption based charging is part of day-to-day working and easy for residents and staff to operate.

2. On district energy networks, compare actual energy consumption with the business case assumptions to identify whether, where and how performance needs to improve.

3. Analyse energy and heat use across systems to identify potential abnormal use or system issues at the following levels: gas supply, boiler house, building level meter, individual consumption meter (and others as identified)

4. Produce regular reports on energy consumption and recommendations based on financial and technical analysis to improve the performance of heat networks.

5. Commission improvement works to ensure district heat networks/renewables perform to maximum efficiencies including the management of consultants and contractors for the delivery of efficient energy networks

6. Co-ordinate the integration of heat meters for new build housing through close and early consultation with the estate regeneration team, consultants, contractors and other sections of the Council.

7. Ensure Boiler Energy Management systems (BEMs) such as ‘TREND’ are operational, monitored and analysed.

8. Undertake a review of heating charges to ensure consistency and best practice. This will include reviewing heating provision on all estates, in relation to seasonal shut downs, night time setbacks etc.

**People Management Responsibilities:**

No direct reports. Responsibility for budget management and for generating cost efficiencies

**Relationships:**

• Council staff; elected members; residents; voluntary/statutory organisations and agencies; local businesses

• Contractors and consultants

• Government Departments and other Local Authorities

• Liaison with other organisations operating district heating networks both in the UK and potentially in Europe

• Tenant and residents associations, leaseholders, representative bodies & community organisations

**Work Environment:**

This post will primarily be based at Jamestown Road in Camden Lock with frequent attendance at Camden’s main office at 5 Pancras Square and Holmes Road depot. Camden operatives a flexible working environment and agile working.

In addition the officer will be expected to attend council housing sites, including boiler houses, during the course of the working week and attend meetings within other council buildings or elsewhere, including occasionally outside of Camden.

Hours of work may exceed office working hours (i.e. start time before 9am and finish time after 5pm) and there will be a requirement to attend evening meetings

**Technical Knowledge and Experience:**

**Essential:**

**Qualified to higher education level**

**Evidence of continuing professional development**

**Track record of working in energy efficiency/ sustainability**

**Desirable:**

**• Degree level qualification**

**• Construction and/or sustainability and/or data management qualified**

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**