**Job Profile Information: Environmental data officer**

**This supplementary information for *Environmental Data Officer* is for guidance and must be used in conjunction with the Job Capsule for Job Level 2 Zone 1**

**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 post holder will work as part of a team responsible for procuring and managing Camden’s energy and water supply contracts; and provide energy consumption information to budget holders, contractors, suppliers, building managers and staff.
* The postholder will project manage the Automatic Meter Reading (AMR) programme for gas, water and electricity across the corporate estate. This involves working with suppliers and building managers to replace old meters with AMR versions.
* The post holder will be responsible for collecting, photographing when necessary and inputting meter data supporting the energy and water management work noted above.
* The post holder will support the monitoring aspects of the Council’s air quality programme
* The postholder will ensure that metering equipment and software is operational, by carrying out site visits in order to avoid or minimise any cost penalties to Camden’s energy supply contracts and in relation to UK legislation. Where appropriate, the post holder will be responsible for requesting, managing and monitoring rectification measures.
* The post holder will carry out site and meter inspections to identify report and advise on issues that requires investigation and rectification in relation to the Council’s corporate energy supply contracts.

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

* Collect, maintain and manage good quality energy and environmental data to enable accurate reporting under relevant reporting regimes
* Successfully move old meters to AMR over the next two years.
* Read meters and maintain gas, electricity and water meter inventory updating the inventory with meter changes/additions as required
* Support the wider energy and sustainability team on project delivery
* Input gas electricity and water invoices into TEAM database when requested and resolve any resulting queries with suppliers.
* Create a schedule of reads
* Maintain the Council’s Online Meter Register
* Support the Senior Energy Management Officers in day to day activities including for example contract additions/deletions or site works requests.
* Provide energy reporting service for all requests for data or information on Camden’s corporate water, gas and electricity consumption.
* Collect air quality NO2 diffusion tubes on a monthly basis.

**Relationships;**

* The post holder is required to share experiences and knowledge with the team, and to keep the line manager fully informed about appropriate issues.
* The post holder will contact the following on a regular basis in order to carry out the main duties and responsibilities of their job:
* Council officers;
* Members of the public;
* Emergency services;
* Utility companies;
* Contractors;
* Consultants;
* Schools;
* Suppliers of materials, equipment and services;
* Other local authorities and central government departments

**Work Environment:**

* The post holder is required to work a 36 hour week between the hours of 07.00 and 19.00 Monday to Saturday including Bank Holidays. Camden’s flexi-time scheme is in operation.
* The post holder may be required to work occasionally at weekends and out of hours.
* Work is largely performed in an office environment, although site visits will also be required to read meters and replace diffusion tubes. Access to some meters and tubes may be difficult and require the use of a ladder and Personal Protective Equipment.

**Knowledge:**

Essential:

* A knowledge and understanding of legislation relating to day-to-day duties of the post and in the workplace e.g. health and safety, Data Protection Act
* Project management

Desirable:

* Technical expertise in energy efficiency/sustainability projects and environmental data management

**Skills:**

Essential:

* Ability to read meters in a variety of locations
* Ability to collect, maintain and manage good quality data to enable accurate reporting using software including MS Excel
* Ability to work on both own initiative with minimum supervision and as part of a team, and to act on instructions and report back as necessary.
* Ability to manage projects

Desirable:

* Ability to use TEAM or other energy management software

**Experience**

Essential:

* Experience of prioritising and planning conflicting workloads on a regular basis in order to meet deadlines and set targets.
* Experience of communicating effectively both verbally and in writing with members of the public, business representatives, contractors, employees, ensuring that customer care standards are adhered to at all times.

Desirable:

* Experience researching, collating, analysing and presenting information and statistical data using MS Office in user friendly formats.
* Experience of reading utility meters

**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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**

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