

JOB DESCRIPTION

Domestic Energy Officer

Service area:	Communities and Climate Change
Reports to:	Head of Communities and Climate Change
Responsible for:	N/A
Location:	Leek and Buxton / Hybrid Working
Work flexibly between various locations:	Yes
Grade:	AG4
Salary range:	Spinal Column Points 15 – 19
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

Co-ordinate activities to support decarbonisation of homes and support elimination of fuel poverty

JOB DUTIES

- Develop and deliver grant funded affordable warmth/energy efficiency schemes.
- Identify and apply for grant funding opportunities which seek to improve the energy efficiency and reduce the emissions from homes of all tenures.
- Work with registered providers (e.g. housing associations), private landlords and other partners to identify opportunities for mixed tenure home energy efficiency improvement schemes.
- Work in partnership with fuel poverty charities, agencies, community groups and others to add value to the Council's approach to tackling fuel poverty and the climate emergency, and deliver practical energy efficiency and decarbonisation advice to residents
- Support engagement activities with communities and partners on energy and climate change.
- Assist with the development of the Council's internal and external policies in relation to affordable warmth and climate change.
- Provide training, advice and support to Council staff to promote the understanding of energy efficiency and linked emissions reduction.

- Undertake monitoring and reporting of activities for funding bodies and assist in budget monitoring and financial control.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

CORPORATE RESPONSIBILITIES

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations and project sites
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No