

PERSON SPECIFICATION

Domestic Energy Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Educated to A level standard or equivalent.</p> <p>Good knowledge of the policies and principles of housing related energy efficiency.</p> <p>Good understanding of the principles of climate change and decarbonisation.</p> <p>Understanding of domestic energy advice and issues.</p> <p>Knowledge of Project and Program management approaches and tools.</p> <p>Driving license and access to a vehicle.</p>	<p>Relevant degree in Environmental Science, Climate Change, Energy, Domestic Building.</p> <p>Knowledge of funding streams available to finance energy efficiency improvements.</p> <p>Domestic Energy Assessor, Energy Advisor or equivalent qualification.</p> <p>City & Guilds Energy Awareness 6281-01 (Level 3 Award).</p>	<p>Application/Interview</p>
Experience		
<p>Experience of developing, delivering or managing climate change and/or sustainability projects.</p> <p>Experience of multi-agency working.</p> <p>Experience of securing external funding through preparing and submitting bids.</p> <p>Experience of working as part of a project team.</p>	<p>Experience of working with elected representatives.</p> <p>Experience of procurement and contract management.</p>	<p>Application/Interview</p>

<p>Experience of using all components of the Microsoft office packages.</p> <p>Experience of budget management.</p> <p>Project Management experience.</p> <p>Experience of writing clear and concise reports.</p>		
Skills and competencies		
<p>Excellent communications skills (written and oral) and able to build effective working relationships and rapport with a diverse range of people.</p> <p>Ability to present complex information to a wide range of audiences.</p> <p>Ability to work on own initiative and to represent the Council in various forums.</p> <p>Self-motivated with the ability to organise and prioritise own workload</p> <p>Ability to motivate and influence others.</p> <p>Ability to work both individually and part of a team</p> <p>Project management skills with the ability to meet targets and deadlines</p> <p>Effective problem solving and negotiating skills</p> <p>Up-to-date IT skills, including familiarity with Microsoft Office and video conferencing products.</p>		Application/Interview
Physical, mental and emotional demands		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Ability to visit sites throughout the geographical areas of High Peak</p>		Application/Interview

and Staffordshire Moorlands		
Willingness to learn and develop new skills.		

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.