



<b>JOB TITLE:</b>	Community Energy Project Officer		
<b>GRADE:</b>	G8	<b>SERVICE AREA:</b>	Healthy Spaces and Environment
<b>JOB CODE:</b>	EEC107COMMG8		
<b>REPORTS TO:</b>	Climate Change Programme Manager	<b>LOCATION:</b>	200 Pelsall Road, Brownhills, Walsall, WS8 7EN and on site at various locations
<b>SPECIAL CONDITIONS:</b>	To delivery and attend events outside normal working hours and at weekends when required.		

### 1. Main purpose of the job role:

- To lead the implementation of the Walsall Energy Action Project (WEAP), plan and assist in the development of an Energy & Climate Partnership for Walsall, plus relevant associated strategies, and plans.
- The post holder will work with colleagues across the Council and local Voluntary and Community Organisations (VCOs) to deliver the Walsall Energy Action Project to reduce greenhouse gas emissions from residential buildings and reduce fuel poverty.
- The post holder will lead on project monitoring and evaluation including the submission of claims and reporting on spend to external funders.
- The post holder will monitor and report on performance of VCOs against project targets, and to communicate the benefits of energy efficiency measures and climate change issues to external stakeholders.
- The post holder will support the delivery of actions in the council's Net Zero 2041 climate change strategy to help Walsall to achieve ambitious carbon reduction target.

### 2. Role specific duties and accountabilities:

- Lead the delivery of the Walsall Energy Action Project.
- To develop a project plan, prepare costings, identify and implement evaluation options, assess risks and review of project progress.
- Manage the project budget in accordance with funder's rules and administer, commit, and spend grant monies according to Walsall Council's procurement guidelines.



- Manage the collection of data for monitoring of activities, analyse and interpret data to support performance management and ensure appropriate systems are in place.
- Secure additional external funding for the project and manage budgets appropriately within council's financial management protocols.
- Support the Climate Change Programme Manager to review, update and report progress on the Walsall Energy Action Project to relevant committees. This will include running project boards with colleagues from across the council and VCOs to ensure they are engaged in delivering the actions and outcomes from the relevant strategies.
- Commission project and consultancy work, develop tenders and manage contracts.
- Provide information on energy efficiency and climate change to a range of audiences using presentations, newsletters, web pages and reports. Use communication forms appropriate to audiences.
- Research and analyse technical and policy information on energy, fuel poverty and climate change to support the council's response and help to secure progress. Apply findings it to the specific requirements of the Walsall Energy Action Project.

### 3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b>		
Ability to communicate effectively both orally and in writing to a range of different audiences including local voluntary community organisations, members of the public, council colleagues, councillors and funders	A/I	3
Ability to build effective working relationships to support and co-ordinate effective partnership and cross authority working, including but not limited to working with the rest of the climate change team, behavioural science team and community support teams.	A/I	3
Confidence and persuasiveness in presenting information to a range of different audiences including the ability to prepare and run partnership workshops.	A/I	3
Ability to explore and evaluate policy options. Ability to analyse and present data in appropriate forms. Ability to audit and review work of others to ensure advice is correct and accurate and up to date.	A/I	3



Good IT skills including the use of MS packages for spreadsheets, databases, word processing and presentation, plus competence using the internet.	A/I	2
Ability to meet deadlines, to prioritise workloads and progress work under own initiative with minimum supervision	A/I	3
Ability to draft project and monitoring reports	A/I	3
Ability to work flexibly to meet the needs of the role.	A/I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Proven experience of project management methodologies to ensure effective project delivery and financial monitoring	A/I	3
Proven experience of managing budgets.	A/I	2
Knowledge of external funding mechanisms and financial management	A/I	3
Good knowledge of renewable energy, household energy efficiency measures, and household energy efficiency monitoring.	A/I	3
A good knowledge and understanding of a range of climate change and environmental sustainability issues.	A/I	3
Proven experience of working effectively as a team.	A/I	2
Good understanding of how local government works.	A/I	2
Evidence of continuous professional development.	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Relevant degree or equivalent experience.	I	3
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	2
Ability to travel around the borough.	I	3
Willing and able to work outside of office hours to meet the needs of the service.	I	2
<b>Prepared by:</b>	Pat Fleming	<b>Date:</b> 09/02/24



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