

Job Description

JOB TITLE:	Principal Energy Contracts Officer
GRADE:	Grade K
POST NUMBER:	G011000413
DIRECTORATE:	Housing & Regeneration
SERVICE:	Energy & Sustainability
RESPONSIBLE TO :	Service Manager
RESPONSIBLE FOR:	<u>Principal Energy Surveyor</u>
	This post does not require a DBS check This post is not politically restricted This post attracts travel allowance
JOB SUMMARY:	To act as a coordinator for the Councils bulk purchasing of utility contracts maintaining a relationship with Crown Commercial Services, utility contractors and internal and external clients To provide a comprehensive service to all directorates of the Council and third-party clients such as schools and housing providers, on all aspects of energy and water contracts. To negotiate, award and manage the meter operating contract and administer the contractors involved with the meter replacement programme.
ROLE REQUIREMENTS:	
1.	Responsible for maintaining and managing the energy database in order to comply with legislation and ensure that LBTH comply with statutory obligations.
2.	To assist with the procurement of utility (gas, electric and water) on behalf of third parties with the borough including Schools and Housing Associations.

3.	Responsible for the management of the current energy monitoring database to create bespoke reports needed for energy usage and budgetary analysis and addressing billing anomalies.
4.	To ensure supplier and client compliance with terms and conditions using existing contract administration procedures.
5.	To develop, maintain and manage efficient and effective consumption monitoring / site profiling systems using relevant energy monitoring and targeting software.
6.	Responsible for the implementation of the of upgrading of meters to meet current legislations and supervise the contractors on site.
7.	Manage budgets relating to various energy service contracts, project outcome monitoring and reports, equipment, consumable and communications.
8.	To be a nominated emergency, 24 hours call out, LBTH representative on the gas and electricity contracts.
9.	Carry out unaccompanied visits to sites to check meters and take meter readings.
CORPORATE RESPONSIBILITIES	
10.	To negotiate, award and manage the meter operating contract for the Borough. To manage and administer the contractors involved with the meter replacement programme.
11.	Regularly liaising with utility companies (billing and tariffs), any database management company and external clients
12.	To be responsible for the contractors engaged in the replacement site meter programme in line with the new meter contract and any other site modifications which need to be addressed at the time of replacement
13.	To advise the head of service on the expected expenditure on energy throughout all council departments and to liaise with internal finance departments to adjust to accommodate the expected outcomes.
14.	Negotiate and arrange Energy contracts for the benefit of the client with a view to achieving best value for money, whilst adhering to The London Borough of Tower Hamlets financial

	standing orders, Contract Procedure Rules and the Public Contract Regulations.
15.	Negotiate and arrange all associated mandatory contracts for the provision of energy, including meter operator and data collector contracts for half hourly supplies and for the Automated Meter Reading (AMR) devices installed.
16.	Collect, record and validate accurate supply information with a view to obtaining the lowest possible prices on behalf of the client.
17.	Make representations on behalf of the clients to investigate supply, billing data or any other site enquiry. Liaise and negotiate with energy suppliers and/or meter operators/data collectors to resolve matters.
18.	Produce briefings for clients to include reports detailing trends in energy prices to the client for budget monitoring purposes.
19.	Host regular meetings with suppliers to communicate and resolve ad hoc problems arising from performance of the contract.
20.	Initiate regular tariff checks to ensure that all contracts sites are placed cost effectively within the fuel contracts.
21.	To make unaccompanied site visits to check energy consumption using a variety of equipment such as thermal imaging camera.
22.	<u>To undertake unaccompanied energy surveys to various buildings within the Borough including boiler house checks to comply with current legislation.</u>
23.	Develop performance indicators for comparing energy consumptions between metered sites and undertake broader benchmarking with both public and private sector.
24.	Produce half-yearly reports to illustrate consumption trends across all contract sites, to include reference to results of any remedial actions requested by individual contract site managers.
25.	Actively contribute to the council's priorities and outcomes in

	a way that promotes a 'one organisation' approach.
26.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
27.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
28.	Adherence to the council's commitment to health, safety and welfare at work policy
PEOPLE	
29.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
FINANCE	
30.	The post holder will supervise the manual payments of all the off-contract gas and electricity sites and will have sole responsibility for ensuring payment in period to avoid charges and disconnection.
SERVICE	
31.	Contribute to the development of the annual service plan
PERFORMANCE	
32.	Manage own priorities and workload and ensure all targets and deadlines are achieved.
33.	Undertake any other duties of a similar nature, within any team in the directorate at any location in the Borough, which may arise from time to time and which are commensurate with the grade of the post and within the capabilities of the post holder.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	A good level of knowledge and understanding of current energy markets and procurement of utility services through framework agreement	E	A/I/T
	Knowledge and experience of managing energy and utility contracts in a public sector setting.	E	A/I/T
Qualifications & Experience	Hold a qualification in energy management	D	A
	Extensive experience of working within a local authority, social housing or related public sector.	E	A/I/T
	Experience of delivering service improvements.	D	A/I/T
	Experience of working with clients managing all aspects of utility contracts	E	A/I/T
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	

	wellbeing across the organisation.		
We RESPECT all communities; they are the heart of everything we do	Understanding our customer's needs: Actively contributes to building a customer-focused culture across the council and with partners Respecting diversity and being inclusive: Seeks ways to harness the opportunities presented by the diverse workforce and community.	E E	
Additional Requirements	(Examples provided below) To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	