



Carbon Reduction Project Officer Career Pathway

Vacancy Information Pack

Advert Details

Job Title: Carbon Reduction Project Officer (Career Pathway)

Location: County Hall, Ruthin / Agile Working

Salary: Grades 7 - 9 (£32,654 - £41,511 per annum)

Hours: 37 per week

Contract: Permanent

If you would like to discuss any aspect of this post, please contact Martyn Smith (Property Energy and Carbon Manager) on 01824 706854.

Recruitment timeline	
Closing date:	14 th April 2025
Interview date:	To be confirmed
Start date:	As soon as practical

How to Apply

To apply for this exciting vacancy, please complete our online application form via the website: www.denbighshire.gov.uk/work-for-us

Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

For alternative methods of applying, please call HR on 01824 706200.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. This document is available in Welsh.



Candidate Information

As part of the Council's response to the decarbonisation agenda and the declaration of a climate emergency, an exciting role has emerged within the Property Technical Section focused on delivering carbon reduction and energy efficiency across the Council's property portfolio, building on efficiencies previously delivered.

The Carbon Reduction Project Officer will be a self-motivating and enthusiastic key member of the Energy Team with the technical ability and drive to identify, develop and deliver significant carbon reduction projects across a range of building types and service delivery areas. The successful candidate will play a key role in meeting local, regional and national carbon reduction targets.

What is a Career Pathway?

A Career Pathway is a development plan for an employee to progress in their career. Employees on a career pathway are supported to develop their knowledge, skills, experience and potentially gain qualifications to progress in their career in a specific area.

Career Pathways have an entry level job description which will have a lower salary, and an end level job description which will have a higher salary. A development plan is set out which clearly shows the skills, experiences, knowledge and qualifications that are needed in order to progress through the grades until you reach the end level higher salary job description.

After the job description in this pack, there is a table which shows the relevant criteria for each salary grade within the Pathway. Make sure you clearly set out in the supporting statement of your application how you meet the criteria for the Grade you're applying for.

What Makes Denbighshire County Council a Great Place to Work?

We believe the hard work and commitment of our staff should be properly rewarded, so we offer a range of benefits to help our employees achieve a work/life balance, develop in their career, and we support them in their work.

- Flexible and agile working opportunities
- Generous annual leave entitlement starting at 26 days (plus bank holidays) rising with length of service to a total of 32 days
- Local Government Pension Scheme
- Focus on Employee Wellbeing and access to EAP (Employee Assistance Programme)
- Lifestyle Savings via DCC Rewards Direct (high street shopping, holidays, days out etc)
- Car salary sacrifice scheme and car leasing scheme
- Family friendly policies

To view the full list of benefits we offer, please visit our website:

www.denbighshire.gov.uk/pay-and-benefits

Job Description

Job Title: Carbon Reduction Project Assistant

Grade: Grade 7

Service: CSS: Performance, Digital & Assets

Service Area: Property Technical Services

Responsible to: Property Energy and Carbon Manager

Job ID Number: 04617

Welsh Language Category

Welsh language skills are desirable – level 2

Job Purpose

To assist with the development & instigation of energy efficiency measures and to provide the necessary expertise to advise building managers, staff and tenants on how to improve energy efficiency and to ensure that end users manage energy proactively and effectively in council owned buildings.

To support the Property Energy and Carbon Manager to provide programme and strategy leadership across the council, ensuring that key energy/carbon reduction projects are delivered through collaboration and partnerships throughout the council and external stakeholders, including the wider community.

To assist with the development, management, monitoring, analysis and evaluation of the energy efficiency/carbon reduction technical project and programme delivery through all stages, providing progress reports and expert advice to Senior Management, Elected Members and respective Committees, groups and forums with a view to achieving a carbon-neutral council by 2030 at the latest.

Implement the Energy Performance of Buildings Directive. Ensure the Carbon Management Strategy is implemented and monitor the progress.

Ensure the Reducing Carbon from Buildings work-stream and energy hierarchy is implemented and that projects provide value for money.

Principle Accountabilities and Responsibilities

Assist with the development and implementation of new models for the delivery of energy/carbon reduction initiatives, innovation entrepreneurial opportunities. Organise and manage specialist low carbon audits and feasibility studies from external consultants and review and implement recommendations.

Identify and access funding opportunities to support Corporate Property energy efficiency projects, maximising financial support for the Council's investment programmes, keeping key stakeholders informed as required.

Monitor and maintain the Council's Building Energy Management systems (BMS) and provide a bureau service to end users and to assist in the day to day running of the Property.

To support the Property Energy and Carbon Manager in ensuring the Council complies with all UK, WAG and EU carbon and energy related policy and legislation, including preparation for and implementation operationally of measures to address these policies in relation to the Councils property portfolio.

Produce technical and general advice and make recommendations to reduce the Council's use and cost of energy i.e. electricity, gas, oil, and water while maintaining user satisfaction and environmental quality.

To assist with influencing culture change on climate change and support efficiencies across service provision, enabling services to embed positive change and the ability to identify their own change requirements. Foster a positive culture of continuous improvement in energy efficiency that strongly supports the council's commitment to addressing the climate emergency declaration, in all service areas. To liaise with other sections within the Authority on the implementation of projects relating to energy efficiency including provision of advice on usage for new and existing buildings as required.

Assist with the review and provision of advice on all proposals for changes to the Council's corporate portfolio including new buildings, major extensions and refurbishment with a view to maximising energy efficiency/carbon neutral measures.

Foster partnerships internally and externally to promote collaborative working, economies of scale and best practice.

Represent the Council at internal and external meetings or organisations, regional meetings, inquiries and other settings. Prepare and present detailed advice and reports in a confident and professional manner.

Resources/Equipment/Material

PPE: HiViz, safety footwear.

Laptop, mobile phone, specialist monitoring & measuring equipment.

Knowledge, Skills, Training and Experience

This is a career grade position. The experience, knowledge and qualifications of the successful candidate will determine the entry grade assigned.

The entry level (grade 7) will require a minimum of a HNC (or equal RQF4) in an energy/sustainability or built environment field (with significant focus on carbon emission reduction) and the desire/ability to undertake a degree to enable progression to the Grade 9 position.

The post holder must possess strong leadership qualities along with experience of assisting/delivering energy efficiency/carbon reduction projects and/or programmes within a large organisation. Sufficient experience in a directly related energy project delivery role.

The post holder will have knowledge of energy efficiency and renewable energy technologies, energy consumption and savings calculations together with the energy supplier markets and grant funding opportunities. They will have an understanding of how to determine the right technology and scale as well as understanding the process of developing a financial business case to support the business case for the investment.

There is also an expectation to have an understanding and experience of hands on management of building (energy) management systems (BMS).

Experience of working/managing multiple projects across multiple locations.

The post holder must have strong interpersonal skills along with the ability to demonstrate initiative, work to deadlines and have a sound knowledge of internal Council procedures.

The post holder must be able to deal with officers, consultants, members of the public and Elected Members in a polite, efficient and professional manner.

The post holder is expected to be IT literate with a good standard of numeracy and have excellent written and verbal presentational skills as well as an operational understanding of energy management systems.

The post holder should have an empathy with the language and culture of Wales.

Ability identify priorities and implement actions to achieve goals.

Special working conditions

The post holder will visit and survey a range of Council buildings and sites and access areas not open to the public or general building users e.g. plant rooms, service areas, ceiling voids, roof spaces, underground ducts, trenches, confined spaces, access scaffolding etc. where some moderate to high noise, cold and heat may be experienced. The role will also involve contact with potentially harmful materials for which protective clothing, equipment and training will be provided.

Employment Checks / Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Finance / Statistics

Asset Value of Portfolio: £400 million

Annual Utility cost: £3 million p.a.

General Properties: 1200

Career Pathway

These roles are part of a Career Path, meaning we are seeking candidates who do not meet the criteria of the end position. Instead, we are specifically looking for candidates at the entry level position, who are in a position to gain these skills and qualifications.

Applicants meeting all the criteria set out in the lowest graded role will be given priority consideration for interview. However, we also welcome applications from those meeting the criteria in the higher grades, and these will be considered should we have insufficient interest at the lower graded level.

The successful candidates will be supported to progress through the grades until they are suitably qualified and experienced, and will be paid according to the criteria they meet

Once in post, the post-holder will progress through the grades as they develop their skills, knowledge, abilities and gain qualifications, in line with the Career Pathway.			
	Grade 7	Grade 8	Grade 9
	Carbon Reduction Project Assistant - Entry Level (ID 04617)	Carbon Reduction Project Assistant	Carbon Reduction Project Officer (ID 03804)
Qualifications	Educated to HNC (RQF level 4) in a relevant field. <i>(This should be in an Energy, Low Carbon or Built Environment subject area with a substantial focus on energy efficiency and carbon reduction)</i>	Educated to HNC/HND (RQF level 4/5) in a relevant field. <i>(This should be in an Energy, Low Carbon or Built Environment subject area with a substantial focus on energy efficiency and carbon reduction)</i> Additional related training in energy assessment / carbon reduction / renewable energy from a professionally recognised provider.	Educated to degree level (BSc, BEng RQF level 6) in a relevant field. <i>(This should be in an Energy, Low Carbon or Built Environment subject area with a substantial focus on energy efficiency and carbon reduction)</i> Evidence of continuing professional development (CPD) in a directly related area.

<p>Relevant Experience</p>	<p>Direct experience of assisting with the development and/or delivery of energy efficiency / carbon reduction projects within a large organisation.</p> <p>Significant experience working with building management systems (BMS).</p> <p>Significant experience in the energy field in an energy efficiency related position.</p>	<p>Demonstrable experience of developing and delivering energy efficiency / carbon reduction projects and professional recognition along with a strong and relevant record of CPD.</p> <p>Significant experience working with building management systems (BMS).</p> <p>Significant experience in the energy field in an energy efficiency related position.</p>	<p>Proven track record of successfully developing and/or delivering energy efficiency/carbon reduction projects and/or programmes within a large organisation.</p> <p>Experience of managing multiple projects across multiple locations.</p> <p>Substantial experience in the energy efficiency field within a project delivery role.</p>
<p>Knowledge and Skills</p>	<p>A strong understanding of the energy hierarchy, the development and delivery of energy efficiency / carbon reduction projects and have practical/hand on experience of managing Building Management Systems (BMS).</p> <p>The ability to analyse data in detail and undertake energy consumption and savings calculations.</p> <p>Knowledge of energy supplier markets and grant funding opportunities.</p> <p>IT literate with a good standard of numeracy.</p> <p>Excellent written and verbal presentational skills.</p>	<p>As per Grade 7 with knowledge of energy supplier markets and grant funding opportunities.</p> <p>The ability to develop and lead on a project with little input and provide training relating to the project at handover stage.</p>	<p>As per Grade 8 with a refined, professional level of understanding regarding developing a full project from identification, specification through the procurement process to delivery and hand over stage.</p> <p>The ability to develop a business case, procure funding and monitor delivery and performance targets.</p>

Personal Qualities	<p>Strong interpersonal skills.</p> <p>Ability to demonstrate initiative and working to tight deadlines.</p> <p>Ability to deal with officers, consultants, members of the public and Elected Members in a polite, efficient and professional manner.</p>	<p>Strong interpersonal skills.</p> <p>Ability to demonstrate initiative and working to tight deadlines.</p> <p>Ability to deal with officers, consultants, members of the public and Elected Members in a polite, efficient and professional manner.</p>	<p>Strong interpersonal skills.</p> <p>Ability to demonstrate initiative and working to tight deadlines.</p> <p>Ability to deal with officers, consultants, members of the public and Elected Members in a polite, efficient and professional manner.</p>
Any Other Requirements	<p>Empathy with the Welsh language and culture.</p> <p>Be able to travel to different council locations.</p>		
<p>Evidence Sources: Evidence will be sought from these sources to support the progression through the Career Pathway; 121 records / Personal Development Plans / Management feedback / performance management stats / QA</p>			
<p>Performance: Poor attendance at work (employees being managed within the Attendance at Work Procedure) / A disciplinary sanction or Management Advice notices will have a detrimental impact on progression through the Career Grades.</p>			
<p>Progression: In order to progress through the Career Pathway employees will need to ensure that they meet the required qualification standards and produce evidence as per the above.</p> <p>It is expected that employees will progress through the Career Pathway should they demonstrate they meet the criteria, and be expected to access all available support to enhance their learning experience and maximise their potential. There is some discretion and flexibility here but a reasonable timeframe is still expected.</p> <p>Applications for progression between pathway stages must be done using the Career Path Progression Form. Appointments can be made within the Career Pathways structure in line with above requirements. Applications have to be supported by immediate Line Manager statement in addition to employee's evidence.</p>			



**Thank you for
your interest**

Denbighshire County Council

Website: www.denbighshire.gov.uk/workforus

Facebook: DenbighshireCountyCouncil

Twitter: @DenbighshireCC

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