

Job Description



Job Title: Net Zero Energy Analyst	Service Area: Resources	
Directorate: Climate Action	Post Number: 10026575	Evaluation Number: 7311
Grade: Scale 6	Date last updated: 9th July 2024	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our Staff and Services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

This is an exciting time to join the organisation and newly formed Directorate of Climate Action as we embark on delivering revised climate action plans in a systems approach and build up the organisations capacity to deliver a just transition for the council and wider borough and become a leader in local council response to the climate emergency.

This junior role is to work alongside the Net Zero Energy Manager to assist in leading and championing Newham council's key commitments in relation to the Climate Emergency and achieving net zero as a council by 2030 and as a borough area by 2045, including the key components of the Just Transition plan with specific focus on the broader energy transition away from fossil fuels.

Key Activities

- To help in securing substantial carbon emission reduction outcomes both from Council operations and the broader estate within the Borough boundary by identifying opportunities to optimise utility usage.
- Provide support to the Council on energy strategy and policy.
- Oversee the collation and analysis of energy and sustainability data sources and provide quality assurance where required.
- Identify and monitor key trends to reduce carbon emissions and resource wastage and assure forecasted spend against assigned utility budgets.
- Effectively manage and resolve utilities related queries to help maintain the seamless operation of Council services and functions.
- Support with the development of grant funding applications for the implementation of green technologies and manage projects/programmes that result from successful funding bids.
- Work in close consultation with a wide variety of stakeholders including team members, senior managers, building managers, technical design and construction teams, project managers, contractors, energy champions and maintenance teams and schools ensuring that energy efficiency factors are incorporated into all development planning and operational activities.
- Support monitoring and targeting processes to identify poor performance of buildings and improve the control and usage of energy consumption/carbon emissions.
- Help promote awareness of the Council's Carbon Management Plan and Energy policy
- Support with the administration of the energy supply contract and monitoring of energy performance across the Councils' non-housing estate including EPC and DEC's.
- Develop in-depth knowledge of the team's services, and consistently seek to enhance processes to improve efficiency, quality and innovation.
- Keep up-to-date with and contribute to compliance with energy related legislation and other statutory requirements.
- Contribute to the development of energy awareness /carbon reduction programmes to encourage and influence building users to use energy efficiently.

Role context

1. The post holder reports to the Net Zero Energy Manager.
2. The post holder will have to manage a varied workload, raising implementation issues as appropriate.
3. The post holder will take ownership for specific actions or service areas e.g. collating data, responding to requests for information or provision of regular performance reports for a wide audience.
4. The post holder will develop in-depth knowledge of the team's operations and will consistently seek to enhance processes to improve efficiency, quality and innovation.

5. The postholder will play a key role in supporting the Council's budget planning processes to ensure the Just Transition plan is fully resourced.

Key Responsibilities

- **Support Carbon Emission Reduction Initiatives:** Assist in the development and implementation of strategies to reduce carbon emissions from Council operations and the broader estate, and help influence residents, businesses, and partners to adopt sustainable practices.
- **Technical Assistance in Energy Strategy:** Provide support in defining and implementing the Council's roadmap to achieving zero-carbon ambitions and assist with energy and water usage monitoring and contribute to reduction plans.
- **Data Analysis and Reporting:** Conduct detailed data analysis on energy and water consumption patterns, produce regular and ad-hoc reports to track progress towards carbon reduction targets, and develop and manage monitoring and targeting processes to identify poor performance in buildings and recommend improvements.
- **Query Management and Resolution:** Manage and resolve queries related to energy data and carbon emissions, provide timely and accurate responses to internal and external stakeholders on energy and sustainability-related questions, and maintain a database of common queries and solutions to improve response efficiency.
- **Project and Grant Management:** Support the identification of grant funding opportunities for green technologies, assist in the preparation and submission of business cases for funding bids, and manage smaller projects resulting from successful bids.
- **Stakeholder Engagement:** Work closely with various stakeholders including council members, senior managers, building managers, technical teams, and contractors, and promote awareness of the Council's Carbon Management Plan and Energy policy.
- **Support Energy Procurement:** Assist in the procurement and administration of energy supply contracts and provide technical support to the Net Zero Energy Manager to ensure best value in energy and water contracts.
- **Policy and Compliance:** Help ensure compliance with current and emerging energy and environmental legislation and assist in the development of policies to promote energy efficiency and sustainability.
- **Innovation and Best Practices:** Research and recommend modern technologies to optimize green solutions and reduce reliance on fossil fuels and support the promotion of best practices in energy efficiency across all council activities.

- General Support: Assist with any other appropriate tasks as directed by the Net Zero Energy Manager.

Strategy

- To work in partnership with internal colleagues and external stakeholders in an integrated, holistic and cross cutting way to achieve delivery of those outcomes
- To take a “one Council” approach to deliver more effective outcomes and at all times avoid a siloed or single service area approach.
- To work creatively to develop ways of sharing good and innovative practice at a local and national level.
- To ensure the Council’s commitment to put people at the heart of all we do by fully engaging residents in the development of ideas, strategies and policies as well as the co-design, co-production, and joint decision-making approaches is implemented throughout the division following the professional leadership of and models developed by the Resident Engagement division.
- To contribute fully to the development and implementation of all corporate strategies and the Council’s vision and to provide support for the implementation of specific corporate projects as required.
- To actively develop and promote the Council’s vision and values through personal leadership to ensure they are delivered throughout the organisation.

Service quality

- To assist the CAT to maintain and improve service quality and performance against targets to achieve outcomes that deliver benefits to Borough residents and stakeholders.
- To help build effective partnerships and communication strategies in order to harness effectively the public, private, voluntary sector and community resources that can help to deliver the Council’s vision.
- To promote a positive public image of the Council.
- To provide support to the operations within the Net Zero Energy Manager’s remit.

Performance

- To assist the services within the division in order to ensure that they deliver effective and efficient services and that they set and achieve high standards of performance and that they provide best value.

- To manage and regularly monitor work programmes, budgets, performance indicators and quality targets to ensure that the services in the division meet agreed objectives, key performance indicators and income targets.
- To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act recognising that the Council wishes to operate in the most open and transparent way.
- To ensure performance appraisal procedures are carried out and that there is full compliance with the Council's HR policies and procedures, including sickness absence, conduct, capability, business reorganisation and Health and Safety.

Resource Management

- To work within set budget to deliver the required outcomes in a way that delivers value for money both residents and the Council.
- To review the services within the division to control the budgets within it, manage risk effectively and ensure accountability.
- To operate in the most cost effective and efficient way, driving a continuous improvement mind set among staff.

Leadership and Culture

- To participate in the directorate and organisational change that is needed in order to ensure the services play their full part in achieving the Council's vision and values.
- Help drive improvement in customer and community focus, performance, productivity, budget, managerial efficiency and workforce changes to deliver improved outcomes for the people of Newham.
- Model the new behaviours required of all staff in terms of equality, ethical behaviour, effective internal control, agility, transparency, openness, community empowerment and engagement.
- To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.
- To ensure that all services are maintained to the required standards as directed by business continuity and resilience policies.
- To participate in the Council's emergency arrangements as an on-call member of the strategic or tactical response team at the appropriate level.
- To ensure that Health & Safety legislation and the Council's Health & Safety requirements are all complied with.

- To work evenings, weekends and occasional public holidays, in order to meet service requirements as required.
- This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individuals holding this post cannot have any active political role. Politically restricted employees are prohibited from:
 - standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
 - canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Requirements:

- Bachelor's or Master's degree in environmental science, engineering, energy, sustainability, public policy, or a related field.
- At least 1 year of practical experience is desirable.
- Strong knowledge of climate change science, policies, and best practices, and familiarity with relevant legislation and regulations.
- Excellent project management skills, including the ability to plan, implement, and monitor projects to achieve established goals and deadlines within complex systems.
- Highly motivated individual – with drive for self-development, excellent time management, exceptional organisational skills with proven ability to deliver work under pressure and to fixed deadlines
- Excellent communication skills, both written and verbal, with the ability to effectively engage and communicate with diverse stakeholders.
- Ability to work collaboratively with cross-functional teams and build partnerships with internal and external stakeholders.
- Strong analytical and problem-solving skills, with the ability to analyse data, identify trends, and develop strategies for improvement.
- Ability to work independently and prioritise tasks in a dynamic and fast-paced environment.
- Proficient in Microsoft Office Suite (specifically Excel) and comfortable with learning and working with new software applications as and when needed.
- Strong attention to detail and produces work to a high and consistent standard.
- Strong drive towards learning and development and seeking to work towards a professional industry accreditation.

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PROTECTING OUR STAFF AND SERVICES

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understand and promote good Health and Safety practices and manage risks appropriately.

<p>Experience of successfully operating as a leader in a large, complex and comparable setting (local authority, public sector organisation or equivalent).</p> <p>Experience and track record of being a system leader, developing effective internal working relationships and actively creating collaborations with external partnerships at a borough, regional and national level.</p> <p>Knowledge and experience of leading effective resident and community engagement and involvement strategies and programmes, including behaviour change programmes and communication campaigns.</p> <p>Experience and knowledge to lead, develop and deliver innovative savings and income generation opportunities using a breadth of techniques and exploit grant funding opportunities.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Political awareness with the ability to build positive relationships with elected members to balance political drivers with strategic priorities.</p> <p>Outstanding communication skills both oral and written with ability to influence outcomes effectively through persuasive argument.</p> <p>Constructively challenging of the status quo, open minded and responsive to new ideas.</p> <p>Able to apply innovative, creative and lateral thinking to complex problems.</p> <p>Exemplary leadership and management skills and the ability to lead, motivate and enthuse teams and employees whilst creating a culture in support of organisational vision, values and behaviours.</p> <p>Ability to work within a highly pressurised environment.</p> <p>Ability to plan and work towards a long-term strategic vision and translate that vision into reality.</p> <p>Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure performance and impact.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>

<p>Ability to assess the impact of legislative or policy changes affecting climate action and to proactively implement changes to comply with those requirements.</p>	
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Politically Restricted Posts The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.</p>	