

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Operations – Community Services / Economy, Natural Resources & Sustainable Development
POST:	Decarbonisation Programme Officer
GRADE OF POST:	GR10
RESPONSIBLE TO:	Decarbonisation Programme Manager

JOB PURPOSE:

The post holder will lead on developing, establishing and administering the governance, financial, performance and quality control systems, to support the delivery of Bridgend County Borough Council's 2030 Decarbonisation Strategy.

To post holder will support the Decarbonisation Programme Manager in the implementation and management of the 2030 Decarbonisation Strategy and Action Plan.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To co-ordinate a partnership approach to the delivery of the 2030 Decarbonisation Strategy by:
 - Co-ordinating and supporting project teams and programme boards;
 - Leading the organisation of the 2030 Decarbonisation Programme Board by liaising with the Chair, board members, and contributors;
 - Creating internal practitioner networks to allow the sharing of good practice relating to decarbonisation across all Council teams;
 - Providing high quality technical and financial advice, guidance and support to teams across BCBC in their decarbonisation activities;
 - Creating reports relating to finance and target monitoring as part of governance requirements associated with all relevant funding bodies.
- To facilitate the efficient and effective delivery of the 2030 Decarbonisation work programme by:
 - Identifying sources of funding through ongoing monitoring and engagement with funders;
 - Supporting the preparation and implementation of funding strategies and bids;

- Leading project delivery in line with established project management procedures;
 - Procuring contractors in line with the Council's Contract Procedure Rules;
 - Managing contractors to ensure timely delivery of services to the agreed quality and budget;
 - Leading the management of financial, monitoring and information data for projects. Regularly reviewing and updating all financial, monitoring and information systems, processes and procedures to ensure they remain robust in line with all relevant funders;
 - Co-ordinating the financial and target monitoring returns between Bridgend County Borough Council, funders and local project sponsors, ensuring compliance at all times;
 - Analysing and summarising energy and carbon data to identify trends and opportunities to reduce energy use and carbon emissions.
- To ensure the accurate monitoring of the 2030 Decarbonisation Strategy delivery by:
 - Creating and managing a dedicated decarbonisation monitoring system to enable accurate carbon emission reporting of the Council's carbon footprint;
 - Leading the annual carbon reporting required by Welsh Government, in line with the public sector net zero reporting methodology: <https://gov.wales/public-sector-net-zero-reporting-guide>;
 - Analysing emissions and project performance data to produce regular reports for internal and external audiences;
 - Carrying out data analysis of energy consumption and carbon emissions from whole energy systems and individual sites to inform the creation of action plans and projects that can achieve the Council's 2030 net zero target.
- Support the development of better communication internally and externally with partners and businesses, collating feedback, using management information and ensuring the council is providing appropriate and responsive services.
- Liaise closely with project participants, and partner agencies, to collect accurate data by due dates and maintain effective and efficient records and support project delivery

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)



Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Decarbonisation Programme Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A relevant degree or vocational qualification in financial or business management or ability to demonstrate competence through experience. A good standard of education in environmental and/or energy related areas. Project management qualification(s) or relevant demonstrable experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of providing advice, guidance and support in relation to financial management and project delivery. Knowledge and experience of co-ordinating the finances, monitoring and evaluating of a range of projects. Experience of facilitating governance procedures in project and programme management for large and complex programmes of work. Experience of working with and for multi-agency Partnerships. Experience of managing and developing computerised data management and research systems. Extensive experience of Microsoft Office and proficiency in data capture, presentation and analysis through software. An understanding of energy and carbon reduction in a public sector context. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.



Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to produce concise and high standard reports for a variety of audiences. • Ability to translate complex quantitative and qualitative research data into understandable formats. • Good analytical skills and the ability to see beyond the statistics and other information to reach an understanding of the issue. • Ability to undertake data collection, collation and analysis within a Decarbonisation context. • Good organisational skills in order to handle complex project management tasks logically and effectively. • Able to be proactive and outcome-focused. • Excellent standard of written and IT work with excellent attention to detail. • Ability to form constructive working relationships with colleagues and other agencies • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.