**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Energy Systems Lead |
| Salary: | £48,710 to £51,802 |
| Grade: | 13 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Energy Systems and Investment |
| Service Area: | Climate Action |
| Primary Location: | *Between home and County Hall, Oxford OX1 1ND with some time spent at The Energy Systems Accelerator, central Oxford*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | £600,000 |
| Responsible to: | Energy Systems and Investment Manager |
| Responsible for: | Energy Systems Senior Officer (working title) |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| Working in our new Climate Action Service, reporting to the Energy Systems and Investment Manager, this new role will work widely with senior officers, politicians, and stakeholders at a senior level to support the development of local area energy planning, identifying collaboratively where and how low carbon technologies can be deployed in communities, optimising grid and maximising local benefits.  Working closely with the DSOs/DNOs and key partners develop the county’s capabilities to deliver Local Area Energy Planning at a variety of scales to define the investment needs across Oxfordshire and inform infrastructure strategies particularly seeking to address network capacity constraints.    You will be a strong partnership worker, playing a leading role working with Oxfordshire Councils, OxLEP, gas and electricity network providers and other key partners including the universities and community energy companies, supporting the move to a local area energy planning approach at a variety of scales.  As a key member of the Climate Action Team this post works widely across the organisation and externally, including spending time based at the Energy Systems Accelerator in Oxford. The post will build on the work of Project LEO (Local Energy Oxfordshire) working alongside partners to ensure that Oxfordshire remains at the forefront of the smart clean and fair energy transition.    The post holder will be accountable for the following activities:   * In partnership, delivering the £600k programme of local area energy plans at a variety of scales in Oxfordshire, and acting as an intelligent client to consultants the Council works with and supporting Boards and Working Groups overseeing the work. * Developing project plans and managing work packages to time and budget. * Managing political and stakeholder relationships, building consensus and brokering agreement * The role will require working with Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital. * Line management of Senior Officer/Technical Lead role * Working with partners to deliver and input into the range of funding bids that address the barriers to a clean, fair and smart energy supply in Oxfordshire. * Providing expert technical advice across Economy and Place and more broadly across services at the council and the Future Oxfordshire Partnership in relation to utility supply barriers and clean energy, including providing specialist advice, training and support. * Provide expert advice in responding to consultations and communicating impact of legislation particularly in relation to energy utilities. |

## Job Responsibilities

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| Technical/Knowledge Leadership   * To provide expert technical knowledge on energy systems and the factors that support energy systems investment. * Keep abreast of legislation, policy and regulation and ensure updates are provided to relevant officers and members. * Raise the profile of the Council in relation to its work on energy systems planning and clean energy by attending local and national forums and promoting the work of the Council across a range of media. * Embed a culture of continuous improvement, building skills and knowledge amongst staff across the Council.     Relationships and Stakeholder Management   * To build and promote relationships across the Council and other partners to develop net zero infrastructure investment pipelines at a range of scales following an energy systems planning approach. * To actively build consensus between stakeholders in a complex political and stakeholder environment. * Develop relationships with government departments, investors, developers, regulatory bodies to support delivery of OCCs objectives * To contribute to the development of advice, written reports and briefings relating to members, the Council’s Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.     Technical / Professional Skills  Using your knowledge of local area energy planning to:   * Provide significant technical advice to colleagues in relation to utility supplies mainly at a place scale to unlock clean growth * Support and enable colleagues across the Council and in Oxfordshire to identify and manage any strategic risks linked to clean energy and energy supply including providing specialist advice, training and support to colleagues. * Bid for funding to support either infrastructure investment or addressing the barriers to a clean, fair and smart energy supply in Oxfordshire. * Provide expert advice in responding to consultations and communicating impact of legislation. * Deploy project management and contract clienting skills in the delivery key energy projects across the county.   Management and Leadership   * To lead, inspire and motivate direct report, through the efficient and effective management of services, staff and resources * Effective use of performance management processes ensuring delivery of required service standards.   Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to degree level in a relevant subject or equivalent experience. | A |
| Track record of working in complex and political multistakeholder environments | A / I |
| Experience managing contractors and large multi-faceted programmes |  |
| Experience of direct line management, engaging and coaching staff to achieve performance standards | A / I |
| Applied technical knowledge related to operation and governance of Distribution Networks and Gas Networks | A / I |
| Demonstrable commitment to continuing professional development related to the role such as membership to a professional body | A / I |
| Experience or demonstrable knowledge of local area energy planning for a geographical area | A / I |
| Understanding of the business models and barriers for deploying infrastructure to meet net zero | A / I |
| Ability to use own judgment in a range of situations, dealing with complex case issues and brokering consensus in sensitive situations | A / I |
| Ability to present technical work professionally, concisely and to demonstrate the relevance to a wide range of audiences | A / I |
| Confidence in data management, analysis, interpretation and visualisation | A / I |
| Proficient in MS Office skills (Word, Outlook, Excel etc.) | A / I |
| Desirable Criteria | Assessed By: |
| Experience bidding for external grant funding or working within a grant funded environment | A / I |
| Proficiency using GIS and spatial data | A / I |
| Understanding of two-tier local government functions and working in a political environment | A / I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

November 2024