

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Building Energy Surveyor - South West Energy Hub
<b>MANAGED BY:</b>	Building Decarbonisation Manager
<b>GRADE:</b>	8

## BACKGROUND

The West of England Combined Authority is seeking to appoint a Building Energy Surveyor to join the South West Net Zero team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### **The Service: The South West Net Zero Hub**

Net Zero Hubs are a nationwide Department for Energy Security & Net Zero (DESNZ) - funded initiative to support the identification, development and implementation of energy and net zero projects across five regional hubs. Set up in 2018, the Hubs have had six core objectives aimed at stimulating local investment in energy projects. These are listed on the South West Net Zero Hub (SWNZH) page here:

<https://www.swnetzerohub.org.uk/about-us/>

The SWNZH is currently a partnership of 7 Local Enterprise Partnerships, covering Cornwall, Heart of SW, Gloucestershire, Swindon & Wiltshire, Dorset, Solent and the West of England Combined Authority, which hosts the Hub.

SWNZH delivers and assists projects across a range of scales and sectors. The South West Net Zero Hub (SWNZH) currently consists of four key programmes - Project Development Support for local energy projects, Local Energy Advice Demonstrator, Non-Domestic Public Sector Decarbonisation and Housing Retrofit including the Social Housing Decarbonisation Fund. The Hub will also begin delivery on new programmes including a Community Energy Fund and work on regional skills.

Additionally, SWNZH serves as a conduit between local energy actors and central Government, providing a combined voice for pan-regional Net Zero issues, connecting local institutions together and sharing best practice across the five Hub regions.

To lead delivery of these new projects we are creating a new Regional Delivery Team, which will be responsible for the successful set up and implementation of the Community Energy Fund and Skills Pilot, alongside existing work including the Local Energy Advice Demonstrator, regional data & reporting, programme co-ordination and other whole region projects and works areas as they develop. The Senior Project Manager will join us to shape and develop this new team.

The West of England Combined Authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## THE ROLE

Reporting to the SW Energy Hub Building Decarbonisation Manager, the post-holder will carry out building energy surveys and audits for organisations who wish to explore decarbonisation options.

The Energy Surveyor will act as the first point of technical engagement to our Public Sector Decarbonisation Service, commenting on aspects such as the suitability of the intended works, deliverability of works, changes to estimated carbon savings and the likely costs.

The role will also include the assessment of external consultancy reports to ensure organisations have received the works required to bring forward to the relevant funding application.

## KEY RESPONSIBILITIES

- Provide free advice on building energy surveys to public sector organisations to required standards and approaches e.g. BS EN 16247, ESOS Lead Assessor

- Undertake free energy surveys to public sector buildings
- Manage specialist surveyors to provide information to support complex investment cases
- To provide relevant technical advice to the Non-Domestic Decarbonisation Team and wider Net Zero Hub group
- To peer review surveys and recommendations carried out by external assessors
- Understand and disseminate information about SALIX, Modern Energy Partners and other methodologies for assessing energy and carbon savings resulting from the implementation of energy measures
- Provide outline advice and support organisations with procurement and project management of advisors who can provide detailed project proposals
- Support internal decision making within public bodies by acting as a critical friend to project teams
- Assist in preparing the specification and tender documents for tender processes associated with new energy projects and programmes
- Ensure effective communication is maintained throughout the programme
- Ensure key performance indicators are achieved
- Provide detailed performance reporting highlighting and escalating risks as needed

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- A relevant degree or equivalent or considerable experience in the energy sector
- Accredited in relevant qualification such as ESOS Lead Assessor, CIBSE Sustainability Consultant
- Knowledge of the energy system, technologies and building physics
- Membership of a relevant institute
- Relevant qualification enabling the completion of compliant energy surveys and reports for buildings and business processes e.g. BS EN 16247.

#### Experience

- Energy system 'big picture' awareness: cost, carbon, and security for place based project development.

- Practical energy system experience with excellent understanding of key technologies and their deployment, have a view of their strengths and weaknesses, how to use in combination; including buildings, building services systems and renewable energy
- Experience of completing energy surveys and writing energy reports for organisations
- Experience of wider business engagement and communication at all levels
- Experience of tracking performance and providing regular progress reports to a variety of audiences in a variety of formats

#### Skills and Competencies

- Excellent communications and interpersonal skills, with the ability to engage and persuade a range of audiences.
- Collaborative and good at building relationships at all levels, with a wide range of external stakeholders.
- Proactive, with the ability to work independently, prioritise a busy workload and manage a large group of stakeholders.
- Ability to analyse data and gather evidence to demonstrate impact.
- Adaptable, tenacious, determined, positive and resilient.
- Able to work flexibly in line with changing demands.
- Car owner, with, or able to secure business use insurance and full current driving licence

#### DESIRABLE

##### *Qualifications and Knowledge*

- Familiarity with Public Sector Decarbonisation Scheme
- Knowledge and experience of other resource efficiency interventions, such as waste and/or water management
- Writing Investment Grade Audits

#### REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

#### WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

#### WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

