

Job Description

Job Title	Energy and Utilities Assistant
Directorate	City Development
Service Area	Capital Projects & Sustainability
Grade	6
Competency Level	2
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Not Required
Job Evaluation Ref No	A10303

Job Purpose

This role is part of the Energy and Utilities function that sits within the Sustainability and Net Zero Team. This is a recently expanded, talented and friendly team in order to meet the challenge of tackling climate change across the City of Liverpool. The post-holder will provide assistance/administration and complete various tasks/projects to assist the Energy and Utilities manager with their day-to-day work. Whilst the work will be under the Energy and Utilities Manager's guidance and support, the post-holder will need to be able to work independently at times, to deputise for the Energy and Utilities Manager to cover leave and also to



communicate and build relationships with key stakeholders both internally to the Council and also externally with utility providers.

Overview of the Energy and Utilities management function:

The Energy and Utilities function manages Liverpool City Council's contracts for utilities such as energy, water and gas. The combined value of these contracts is over £20m per annum and as such is a very significant portfolio and one which ensures that Council operations are supported with competitive tariffs, supply and security of power, heating and water. Sites covered include all LCC operational sites (including Street Lighting, Paddington Village, Schools and the Fire Service).

Directly Responsible For:

Not applicable

Directly Responsible To:

Energy and Utilities Manager

Main Areas of Responsibility:

The Energy and Utilities Assistant will be responsible for:

- Financial aspects of the utilities contracts – including forecasting spend, monitoring spend on a site by site basis, producing consumption and spend reports, updating spend through the Sustainability and Energy Corporate Landlord cost codes, re-charging to sites, managing debt and credit, create purchase orders and payment of invoices
- Updating and reviewing key data – including REGO information (Renewable Energy Guarantees of Origin which demonstrate that electricity has been generated from a renewable source), the master sites list for all utilities contracts, supplier benchtop appraisals

- Contract management – day to day administration of the utilities contracts as well as supporting services such as the Water Automatic Meter Readings (AMRs), managing change control to contracts (including site additions/removals, Change of Tenancies, Novations, new installations), managing supplier portals)
- Account management and facilitating site visits – Facilitating site visits with internal customers including schools and fire service as required to undertake meter readings or review of meters for investigations due to faults, managing complaints and customer enquiries. Occasional site visits may be required
- Managing consumption behaviours and efficiency – review out of hours use at sites and liaise with site managers to amend timers and controls
- Collating and reporting monthly annual consumption and spend reports across all utilities and providing data to officers who request consumption information

Assist the Energy and Utilities Manager with the following:

- Financial aspects of the utilities contracts, including setting budgets and forecasting spend, end of year accounts, re-charging to sites, managing debt and credit, create purchase orders and payment of invoices
- Assist with the Production of reports– such as Cabinet Reports for example to appoint new suppliers or terminate existing ones or Delegated Authority Reports (DARs) to seek approval for prices and contracts Terms & Conditions, usage reports, benchmarking and trends
- Contract management –onboarding of new contracts and closing of old contracts to ensure a smooth handover
- Updating/maintenance of specialised software for utilities consumption to enable reports and monitoring of usage with the ability to provide detailed information to Senior Management
- Projects – supporting the progress of new projects in the energy & utilities function but also across the wider Sustainability & Net Zero team

- Freedom of Information Requests – from members of the public in relation to energy and utilities.
- Stay up to date with utility sector changes and news articles – particularly initiatives and technologies that help LCC meet its sustainability and net zero plans and targets, new heat and energy sources such as low carbon heat networks, locally generated electricity and opportunities for the Council to make a commercial return from flex markets (forecasting when LCC will require energy from the grid and when it may be able to export locally generated energy (for example from solar panels) back to the grid to help with energy security
- Opportunities for improvement and savings/efficiencies for the Council – as advised by the Energy & Utilities Manager

Supervision and Management Responsibility:

- The post holder is expected to assist and give work instructions to external providers of goods and services under the supervision of the Energy and Utilities Manager

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Set, monitor, and remain within project budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This position involves using a computer screen and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills



required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Project management qualification (e.g., PRINCE2) or equivalent relevant experience (A/I)

Experience

Essential

- Significant experience of planning, managing, and monitoring complex data (A/I)
- Managing dependencies and interfaces between complex projects (A/I)
- Achieving ambitious targets and or implementing innovative solutions (A/I)
- Effective partnership working with a range of internal and external stakeholders (A/I)
- Report preparation and presentation (A/I)
- Financial Reporting (A/I)

Desirable

- Project management within an energy / environmental sustainability setting
- Experience of working in Councils process/governance
- Energy / Utility Management

Skills/Abilities

Essential

- Proficient in Excel, Word and Powerpoint (A/I)
- Proficient in data input, management and analysis (A/I)
- Customer service (A/I)
- Problem solving (A/I)
- Report writing (A/I)
- Managing and reporting financial information (A/I)

Desirable

- Contract management
- Project management
- Familiarity with the following systems:
- ECO Warrior (for utilities usage)
- SP Meterpower
- Concerto
- SAP
- Power BI
- Mod.Gov
- Supplier Portals

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

