

HEREFORDSHIRE & WORCESTERSHIRE

CHAMBER OF COMMERCE

JOB DESCRIPTION

Energy and Resource Efficiency Advisor

**POST HOLDER**:

**REPORTS TO:** Director of Business Engagement

**GRADE:**

**LOCATION:** Worcestershire (base) and across Marches area (Herefordshire, Shropshire and Telford & Wrekin**)**

**WORKING HOURS:** Full Time – 37 hours per week

**REFERENCE NO:**

**CONTRACT TYPE:**  Fixed Term until March 2022

**MAIN PURPOSE:** To champion business understanding and commitment to energy and environmental goals, supporting businesses to take a systematic and holistic approach to managing, energy, water and environmental and financial resources, eliminating or minimising waste and emissions and increasing energy security.

**This post is part funded by the European Regional Development Fund**

**KEY RESPONSIBILITIES:**

1. To be responsible for planning, developing and delivering low cost and no cost energy and resource efficiency solutions for Worcestershire and Marches based businesses, pro-actively providing support for businesses that have the scope to make the biggest impact.
2. To assess energy efficiency and use of resource materials within small and medium size businesses.
3. To assist businesses to develop and implement sustainable strategies and a range of policies relating to energy and resource efficiency and their management.
4. To support businesses to develop grant applications for the Business Energy Efficiency Programme (BEEP).
5. To provide client account management services to those clients participating in the programme.
6. To co-ordinate an energy and resource efficiency network, developing a range of relationships with businesses that will be instrumental in supporting BEEP.
7. To identify and engage with key intermediaries and stakeholders, including local authorities, universities and private sector providers, to ensure that businesses have access to a wide range of energy and resource efficiency solutions.
8. To be responsible for evaluating, monitoring and reporting on both outputs and outcomes relating to BEEP.
9. To work closely with the Chamber marketing and Worcestershire County Council project teams to raise awareness and to promote BEEP, including through press releases, and at networking events and forums.
10. To work closely with Shropshire Chamber of Commerce in programme delivery.
11. Design and deliver energy and resource efficiency and renewable energy related training events to SME's.
12. To provide energy and resource efficiency technical advice to Worcestershire County Council's Business Energy Efficiency Programme team and the Programme board.

**GENERIC TASKS:**

1. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures.
2. To work closely with Worcestershire County Council and other team members to complement and support the Business Energy Efficiency Programme delivery and development.
3. Any other duties as directed by the Director of Business Engagement.
4. To ensure that any management information is entered onto the organisations database Microsoft Dynamics CRM on a regular basis.
5. To work closely with the both your Line Manager and Quality Manager to ensure compliance to ISO 9001 within individual area of working and contribute to the continual improvement of the quality management system.
6. To adhere to and actively promote the organisations Equal Opportunities policy.
7. At all times to work within the Health and Safety policy and ensure so far as is reasonable that safe working practices are established, maintained and followed.
8. To work within and assist in maintaining the IiP principles for the organisation.

**PERSON SPECIFICATION:**

1. Must have proven experience of working with SMEs in the provision of energy and resource efficiency and support, advice and solutions.
2. Must have proven client account management skills, and where possible in the area of grant application assistance.
3. A strategic thinker, with the ability to monitor and deliver against key criteria and objectives.
4. Must have a high level of understanding and interest in the energy industry, energy and resource efficiency, environmental issues and government targets relating to energy and resource efficiency.
5. Understanding and experience of European funding is preferable.
6. Ability to research and provide solutions to complex issues.
7. Drive, initiative and enthusiasm.
8. Must be able to communicate confidently at all levels within the organisation, with the ability to present and network successfully with public sector partners and businesses owners alike.
9. Ability to work under pressure and to tight deadlines.
10. Creativity – ability to articulate ideas and implement them.

.

**MOBILITY:**

1. Ideally, a car owner with full driving licence.
2. Ability to travel and work across Worcestershire and the Marches.