

**Manchester City Council  
Role Profile**

**Corporate Energy Officer, Grade 7  
Financial Management: Commercial Governance and Corporate Energy  
Corporate Core Directorate  
Reports to: Corporate Energy Manager**

**Job Family: Commissioning and Commercial**

**Key Role Descriptors:**

The role holder plays a critical role in delivering a range of commercial or commissioning services to a consistently high standard. The services will deliver value for money and ensure commercial viability in line with financial regulations in order to meet the needs of local communities as well as the priorities of the Council.

The role holder will be responsible for the development of enhanced business management practice to deliver high quality contract compliance and/or improved commercial performance for the service.

The role holder will work in partnership with providers, partners, customers and colleagues, to stimulate local communities to develop and provide personalised and flexible services that deliver good outcomes for customers.

**Key Role Accountabilities:**

Ensure the development of a strategic approach to resource planning, procurement and commissioning in order to deliver a cost-effective and efficient service. This may be through contract management and service commissioning, or through the management of a business unit.

Provide expertise on commercial performance management and reporting issues to help ensure that customer needs are met, services improve, value for money is increased and performance against identified performance indicators improves.

Take a lead role in the analysis of current practice, including benchmarking against models and options, and ensuring that consistency is maintained across the piece.

Effectively engage with a range of stakeholders, both internal and external, to ensure the highest standard of service delivery.

Where appropriate, deliver quality assurance arrangements to support outcome driven commissioning; monitor the stages of the contract management process within the context of financial regulations and relevant legislation, and ensure contractual arrangements, targets and objectives are delivered within agreed timescales.

Oversee the production of effective and accurate management information, ensuring that this is produced accurately and consistently to strict deadlines.

Roles at this level may be required to undertake management of resources. Staff management may be through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role portfolio:**

Commercial Governance and Corporate Energy is part of the Financial Management Service and is led by the Assistant Director: Commercial Governance and Corporate Energy.

This role will be located within Corporate Energy element of the team. The key function of Corporate Energy is to provide end to end energy management service for internal client departments as well as offering services to Manchester schools and academies. In addition, the team delivers a parallel service to Bolton Council's operational and educational estates. The service provided includes access to cost effective energy/water procurement through fixed and flexible procurement routes, a bill validation service and pro-active monitoring and targeting and analysis of utility usage through specialist software applications. Through this analysis, the team is able to provide the source data that enables accurate reporting of progress against the council's Net Zero target.

Furthermore, the team provides a support function in respect of utility use, conservation, utilisation of a corporate Building Energy Management bureau for remote monitoring and control at 150+ sites, undertake energy audits and carry out on site investigations with respect to gas, electricity and water services.

**The role holder will:**

- Ensure delivery of effective energy management across the Council.
- Ensure that the Service Level Agreements with Manchester and Bolton schools are being effectively delivered and positive working relationships are in place with these key stakeholders.
- Support the management of utility supply and associated contracts throughout their duration to ensure compliance, fitness for purpose, quality standards and value for money all in accordance with specification for the Council's corporate estate and Manchester and Bolton schools.
- Maintain data, analyse and report on the council's utility usage in order to provide accurate forecasting and reporting for net zero monitoring and for wider project applications.
- Effectively use a range of energy systems and tools to optimise energy efficiency across a range of assets.
- Delivery of Procurement / Energy Management services in line with legislation/statutory regulations, relevant quality assurance standards and service / professional standards.
- Play an active role in key meetings / working groups which support the delivery of the 2038 Zero Carbon Action Plan.

- Support the preparation briefing notes and presentations on a range of topics as directed by the assigned line manager and / or Head of Service for Commercial Board and other internal meetings.
- Undertake any other activities commensurate with the role as directed by the assigned line manager and / or Head of Service.

## **Key Behaviours, Skills and Technical Requirements**

### **Generic Behaviours: General**

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

### **Generic Skills**

**Communication Skills:** Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.

**Analytical Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.

**Planning and Organising:** Excellent prioritisation skills, evidenced by targets setting for self and others to meet demanding timescales. Demonstrate excellent judgement skills under competing priorities and pressure

**Problem Solving and Decision Making:** Strong decision-making skills with the ability to resolve complex issues in a pressurised environment. Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.

**People Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.

**ICT Skills:** Skills to ensure the availability, integrity and searchability of information through the application of formal data structures and protection measures.

### **Technical requirements (Role Specific)**

- Knowledge of energy and water procurement principles, practices and techniques.
- Knowledge and experience of energy systems in the built environment.