

### Roles and responsibilities of Energy Support staff

#### Technical Assistant – Grade 6

Provide assistance to and deputise for the Energy Officer. This will include:

- Investigative works to expand the smart metering project.
- Carrying out site surveys to provide accurate data on the locations of all utility facilities and resolve any site problems.
- Be the initial point of contact for all water related enquiries and assess all water saving measures for implementation.
- Reacting to initial exception reports generated by the Monitoring and Targeting database or reports from other departments.
- Assisting with the preparation of energy and carbon reports for energy saving projects.
- Use of Building Energy Management Systems already installed at sites to monitor day to day performance and to highlight energy usage irregularities for investigation.
- Actively identify cost effective opportunities for using alternative/low-carbon/no-carbon energy sources in order to meet the Council's carbon reduction targets.
- Assisting with the Energy Saving Trusts Energy Awareness programme and promoting a council wide publicity campaign.
- Assisting with a benchmarking exercise and providing the data to concerned parties.
- Participating in the Eco-schools projects and assisting in the delivery of energy topics to schools.
- Assess the impact of the Scottish Water scheme to fit water meters to all business premises.
- Develop and maintain an energy awareness website on the Intranet/Internet.

#### Clerical Assistant – Grade 3

Provide day to day administrative support to the Energy Team. This will also include:

- Inputting manual data from invoices into the Monitoring and Targeting database, which currently holds all information on the energy usage of the non-domestic sites.
- Monitor electronic data transfer to Monitoring and Targeting database to ensure validity of data.
- Monitor the throughput of electronic data and the production of electronic invoices prior to their transfer for payment.
- Identify and investigate consumption anomalies, including site visits and meter readings.

## Appendix 5

- Produce consumption and emissions reports as required for Carbon Reduction Commitment Energy Efficiency Scheme, Carbon Management Programme and Service Improvement Plans. These reports may also be required by other departments within the Council to support projects and other initiatives.
- Identify and investigate setting up new sites on Monitoring and Targeting database.
- Carry out maintenance and upkeep of the Monitoring and Targeting database to ensure accurate information is available at all times.
- Assist the Technical Assistant in the investigation of problematic sites
- Process all utility invoices to ensure that the correct departments receive the pro rata bills.
- Liaise with Payments and utility Portfolio managers on all issues regarding site or invoice matters.
- Collect and collate energy recommendations from Energy Performance Certificates to assist in selection of energy projects.
- Assist in raising awareness across the whole Council, including poster campaigns, school visits and organisation of training programmes.
- Contribute to the Energy website.
- This post will develop as more data is collected and collated for sites; all non-domestic sites are installed on the M&T system and the expansion of the smart meter and electronic billing projects.