

Role Description

Senior Energy Analyst



Title	Senior Energy Analyst
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Innovation and Futures / Energy Management Section
Reports to	Energy Manager

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Senior Energy Analyst is responsible for strategic energy and greenhouse gas management, providing analysis to support the development of energy and/or greenhouse gas policy, strategy, procurement, systems and tools, audits, star rating, budget information and forecasting to continually improve Council's energy productivity, reduce greenhouse gas emissions and improve the energy cost performance of Council's assets, infrastructure and business.

The position of Senior Energy Analyst is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- Strategic energy and greenhouse gas analysis to support the development, implementation and continual improvement of energy and greenhouse gas policy and strategy;
- Analysis to assist with continually improving Council's energy and greenhouse gas management system and processes;
- Provide energy procurement analysis, including market analysis; options analysis; contract management and evaluation; and feasibility investigation of different energy procurement methods;
- Prepare energy budgets and forecasts in consultation with the Energy Manager, to be shared with senior management and unit managers;
- Analyse the energy productivity of operations and assets, for all sources of energy (for example electricity, gas, solar, wind, biogas, biomass, liquid fuels, storage) across both transport and stationary energy modes;
- Co-ordinate working with the Energy Analyst to design and deliver accurate and timely reports (statutory, performance and budget) to meet the Council's energy and greenhouse gas reporting needs for both internal customers and external agencies;
- Develop new and improve existing energy and greenhouse gas management tools;
- Undertake energy audits to identify and investigate energy saving opportunities;
- Facilitate energy star rating of Council buildings using appropriate rating systems such as Green Star and NABERS;
- Co-ordinate analysis tasks, working with the Energy Analyst to ensure accurate and timely energy analysis to meet section needs;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.



Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Senior Energy Analyst is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the Unit and other Units;
- The work of the Senior Energy Analyst influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Senior Energy Analyst is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Review financial targets for section and forecast costs and commitments. Achieve results through the development of cost and revenue targets and active management of expenditure for section. Use procedures such as benchmarking to monitor cost effectiveness.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;



- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Strong knowledge of the energy markets, and ability to negotiate rates and terms of engagement with suppliers;
- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;



- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualifications in Science or Engineering or related field OR demonstrated solid contemporary experience in providing energy management services, combined with ongoing professional development;
- Class C Drivers Licence

Desirable

- Qualifications in project management, data or statistical analysis or forecasting

EXPERIENCE

- Demonstrated experience in a similar role within a large organisation or local government;
- Demonstrated experience in managing consultative processes with key internal and external stakeholders;
- Significant experience and capability in devising innovative, sustainable solutions relating to energy consumption and cost, preferably within a government environment;
- Significant programming experience for visual basic (excel) or similar;



- Significant experience in utilisation of energy management systems and rating tools to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes
- Demonstrated experience in conducting comprehensive energy audits and investigations;

Key Relationships

Internal	External
Council Meeting	Members of the Public/residents/ratepayers
Councillors	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Committee Meetings of Council	Community Organisations – service clubs etc.
CEO	Professional/Industry associations including Unions
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers/Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business

