

Post Specification

Post Specification - Key Information

- **Post Title: Energy Lead**
- **Date: June 2026**
- **Post Group Number: 9057**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS15**
- **Final Grade: 15**

To be read in conjunction with the job family role profile.

Service Area Description

The Capital Programme team is responsible for the delivery of Westmorland and Furness Council's approx. £100m p.a. capital programme and supports the delivery of significant elements of the Westmorland and Furness Plan. This is a key post within the Council's Capital Programme and will also support the Corporate Assets team. This post will play a significant role on the delivery of the Council's Carbon Management Strategy.

Purpose of this Post

- Lead the development and delivery of important projects to reduce energy consumption and operational costs and increase energy generation and income across the corporate estate.
- Manage high performing project teams across any or all stages of project life-cycle.
- Undertake the procurement and management of significant contracts or multiple smaller contracts at any or all project life-cycle stages from initial feasibility to completion and handover.
- Manage the activities of both internal colleagues and external suppliers as required to ensure project delivery.

Key Job Specific Accountabilities

- Monitor and manage energy use (electricity, gas, fuel, water) across the corporate estate, ensuring accurate measurement, reporting and benchmarking.
- Conduct energy audits, site inspections and surveys to identify efficiency opportunities and deliver measurable reductions in energy use and increases in energy generation.
- Oversee procurement of energy supplies, supporting contract negotiations and ensuring value for money.
- Promote behavioural change, awareness and training programmes across the Council to reduce energy consumption.
- Maintain energy databases, dashboards and KPIs for the corporate estate, ensuring transparent performance management.
- Lead the development and implementation of major capital and revenue decarbonisation projects, including renewable energy, building fabric upgrades, heat decarbonisation technologies, and optimisation of building controls.
- Manage budgets, business cases, funding bids (e.g., SALIX, PSDS) and performance reporting.

- Provide strategic advice to senior leadership on all matters relating to energy consumption, carbon performance, and compliance.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:**
 - Projects and programmes with a value of up to £10m per annum.
- **Staff Management Responsibilities:**
 - Lead project teams directly and/or through matrix management arrangements.
 - Manage medium size and complex teams of external staff working under contract to Westmorland and Furness Council.
- **Other:**
 - Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is essential.
 - The post-holder must be equally confident at all project stages from inception to completion, including contract management, or be committed to their own development to enable this confidence to be built.

Essential Criteria

- **Qualifications:**
 - Degree in Energy Management, Environmental/Energy Engineering, Sustainability, Building Services, Project Management or related field.
 - Relevant professional membership or accreditation desirable (e.g., EMA, CIBSE, IEMA, APM).
- **Knowledge:**
 - Advanced knowledge of energy systems, carbon reporting, monitoring and targeting software.
 - Knowledge of UK procurement rules and local authority procurement more generally.
- **Experience:**
 - A strong track record of delivering energy savings and managing large-scale energy or decarbonisation projects.
 - Experience of managing public facing projects and programmes subject to interest by local communities and the media.
 - Experience in managing medium value contracts including contracts for one or more of the following design services, technical services or capital works.
 - Experience managing project teams and working across organisational boundaries.
 - Experience developing and managing budgets, business cases and funding submissions.
- **Expertise:**
 - Developed project, programming and risk management skills including familiarity with either APM (BOK) or Prince 2 methodology.
 - Strong analytical skills with the ability to interpret complex data.
 - Excellent communication skills for influencing stakeholders at all levels.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal exposure
- **Physical Demands:** Normal effort required
- **Working Conditions:** No additional demands

- **Other Factors:** No additional factors

Other Factors:

- This role will form part of the project team delivering some of the highest value and strategically most significant projects in the Council's portfolio. This role represents an exciting opportunity to play a key role in helping the council achieve some of its largest ambitions.
- Westmorland and Furness Council is undertaking a step change in its modernisation and efficiency programme. The capital programme team is fundamental to the success of this through the delivery of major works programmes that directly support our communities and also in the delivery of corporate assets critical to modernised working.
- Possible travel around Cumbria, agile working applies.