

Position Description

Position Title	2 x Small Business Energy Engagement Officer
Position Status	Full Time (Fixed term 1-year)
Salary	\$85,000 plus super
Position Reports to	SECCCA Projects Coordinator
Date Reviewed	July 2021

The South East Councils Climate Change Alliance (SECCCA) is a network of nine local governments in Victoria's south-east, responding regionally to the challenge of climate change. Our vision is that the communities of the southeast of Melbourne are thriving, live a zero-emissions lifestyle, and are resilient to the changing climate.

SECCCA has recently received funding from Sustainability Victoria to engage 1500 business and promote the uptake of funded energy efficiency activities. SECCCA is seeking two small business energy engagement officers to accelerate this uptake within the [SECCCA region](#).

Position Objective

SECCCA is acting as an intermediary organisation to assist Sustainability Victoria deliver Victorian Energy Upgrades (VEU) activities. These activities will help small businesses access rebates and upgrade a range of technologies such as refrigerators, hot water systems, heating and cooling systems and water efficient spray valves. The 2 officers employed through the SECCCA will undertake on-the-ground targeted engagement with eligible small businesses to encourage involvement in the [Small Business Energy Saver Program](#).

This engagement will run from August 2021 until June 2022. Between the two officers, at least 1500 businesses will be engaged across the region throughout the term, with the goal of at least 20% taking up the incentives.

The role will drive the uptake of energy efficiency opportunities, whilst building relationships and an ongoing dialogue with businesses to capture other sustainability opportunities over time. Whilst the position can be based from a home office, the role will require a majority of time to be spent off-site and/or working remotely.

Key Responsibilities

- Develop and keep up to date a project plan including communications and engagement
- Work with participating Council sustainability and/or economic development teams, to facilitate business engagement approaches, promotion and build capacity to effectively communicate energy efficiency opportunities
- Undertake a range of engagements with businesses to meet target of 1500 businesses, including the facilitation of information sessions, webinars, and other events through council networks
- Monthly progress and four monthly milestone reporting to Sustainability Victoria

- Manage project timelines, budget and administrative requirements
- Manage and respond to changing COVID-safe protocols and restrictions
- Implement program communication materials (e.g. FAQs and Factsheets etc) to ensure the efficient delivery of the project and provide regular updates to existing participants and partners.
- Communicate effectively with businesses primarily in person, to participate in the program
- Provide follow up support via phone and email to ensure smooth uptake between businesses and 'Accredited Providers' of efficiency upgrade installations, including providing advice on other government incentives and other options
- Track progress of installations and communicate with installation suppliers and contractors
- Seek out opportunities to improve the delivery of the program and strengthen existing relationships by liaising with relevant stakeholders to troubleshoot participant issues

Position Requirements

1. Accountability and Extent of Authority

The role is governed by clear objectives and budgetary parameters, and will provide specialist advice on energy use, aligned with regulations and policy.

2. Management, Judgment and Decision Making

The incumbent is accountable for:

- Self-motivation with ability to manage time, set priorities and plan and organise work to achieve objectives within resources and timelines, despite conflicting pressures
- Ability to establish and implement goals, objectives and strategies
- A specialised field, the role operates within existing methods and procedures, to:
 - Make day to day decisions and monitor work performance
 - Solve problems via referencing existing policy and procedure, and drawing on industry knowledge to provide solutions

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Experience in business engagement, ideally within local government context
- A good understanding of climate change, energy efficiency and sustainability challenges within a Local Government environment and with business
- Good research and data skills, and proven ability to develop innovative solutions

4. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- A high level of self-motivation, initiative, problem solving and analytical skills
- Highly developed level of written and oral communication skills
- Ability to represent Council and achieve key objectives with clients, employees and persons from other organisations by means of explanation, negotiation and other methods of effective communication

Key Selection Criteria

Qualifications in Engineering, Environmental Science/Management, Business Management or other relevant (similar) qualification.

- Experience in business and face to face engagement or similar community engagement experience
- Demonstrated project management skills with the ability to develop, coordinate, deliver and manage projects to achieve outcomes within set timelines

- Demonstrated experience in managing budgets and project finances
- Experience and knowledge of energy efficiency and sustainability ideally as it relates to businesses (Familiarity with energy efficiency and sustainability opportunities desirable)
- Highly developed level of written and oral communication skills
- Proficient knowledge and experience with Office 365: Word, Excel, PowerPoint, and Outlook.

Note this role will require travel within the SECCCA region, and requires the use of your own vehicle. Travel will be reimbursed at \$0.68 cents per kilometre. Applicants should hold a Victorian Drivers license.

In order to apply for this role, please provide a resume' along with a separate document addressing each of the Key Selection Criteria above with examples of previous work and experience.

Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Current Victorian Driver's License and own car

Job requirements

The incumbent will be required to work from their home when not working remotely. (All SECCCA staff work from their respective home-based offices, with SECCCA meetings held at member council offices). A laptop will be provided and compensation for expenses incurred, including mobile phone use, will be negotiated.

Adaptive equipment

Equipment	Description of use
Ergonomic assessment of workstation	Minimise effects periods of sitting and using a computer
Ergonomic office chair	Minimise effects periods of sitting
Telephone headset	Minimise effects periods of telephone use

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by SECCCA during the term of your employment.

