

## Job Description

|             |                                               |
|-------------|-----------------------------------------------|
| Job title   | FM & Energy Data Officer                      |
| Directorate | PLACE : Regeneration, Culture and Environment |
| Division    | FM & Capital Projects                         |
| Range       | MPR 4                                         |
| Reports to  | Facilities & Energy Programme Manager         |

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### Main purpose of the job:

The FM & Energy Data Officer will support the delivery of the Council's Facilities and Energy programmes by ensuring accurate, timely and accessible property, maintenance and energy data across the corporate estate. Reporting to the Facilities & Energy Programme Manager, the role will play a key part in maintaining robust asset, condition and energy datasets to support informed decision-making and investment planning.

The postholder will contribute to the effective management of energy and utility information, supporting carbon reduction, net zero reporting and energy efficiency initiatives. Through close collaboration with facilities management teams, energy brokers and wider stakeholders, the role will help ensure compliance, value for money and continuous improvement across the Council's property portfolio.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Maintain and develop the corporate building asset register and stock condition database, ensuring records are accurate, current, and accessible, while working closely with Facilities Management teams to routinely update building condition, lifecycle information, and planned maintenance programmes.

Support the development and ongoing review of planned maintenance and capital investment programmes for the Council's corporate property assets, ensuring data integrity to inform prioritisation, risk management and long-term estate planning.

Monitor, analyse and manage energy consumption data across the Council's property portfolio to support the delivery of energy improvement initiatives and identify opportunities for efficiency and cost savings.

Provide accurate and timely utility consumption, cost and carbon data to support statutory reporting, internal performance management and the Council's net zero and climate change commitments.

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Act as a point of contact for energy-related queries, including investigating utility billing issues, liaising with the Council's appointed energy broker and providing administrative and contract management support for utilities contracts.

Utilise online energy and utility management portals to produce consumption, cost and benchmarking reports for the Facilities & Energy team and other Council departments, clearly presenting trends, anomalies and performance outcomes.

Identify data anomalies, unusual consumption patterns or variances, investigate potential causes, and work with relevant services to resolve data quality or operational issues promptly.

Assist with the raising of purchase orders, arranging invoicing, and maintaining financial control of energy and stock condition contracts, ensuring accurate cost management, timely payments, budgetary control, and effective governance of contractual spend.

Assist in producing regular reports and briefings demonstrating stock condition, energy savings, carbon reduction outcomes and progress against agreed targets, while actively participating in training and professional development to remain informed of best practice, legislation and emerging technologies.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

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### Organisation:

This role reports to the Facilities & Energy Programme Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

##### Level A

- A minimum of 5 GCSEs including Maths and English at Grade 4-9 or equivalent

##### Level B (in addition to level A criteria)

- CPD commensurate with level of role
- Level 2 Diploma in Data Administration, Business Analyst or equivalent relevant qualifications

##### Level C (in addition to levels A and B)

- Educated to HNC (Level 4) or higher standard in data administration, data analysis, or a related field.
- An accredited member of the Institute of Analytics (IoA) or equivalent

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#### Knowledge

##### Level A

- Working knowledge of data quality principles, data protection requirements and information governance, with an understanding of how these apply in a public-sector environment.
- Basic understanding of facilities management, property assets or utilities information and the role accurate data plays in service delivery.
- Basic understanding of carbon terminology and sustainability fundamentals
- Awareness of financial processes (purchase orders, invoicing, budgets)

##### Level B (in addition to level A criteria)

- Good operational knowledge of asset, maintenance or energy-related data systems, including how data supports reporting, monitoring and decision-making.
- Sound understanding of energy consumption, utilities billing and carbon reporting concepts.
- Understanding of data integrity, risk management and prioritisation frameworks

##### Level C (in addition to levels A and B)

- Developed specialist knowledge of asset, energy or performance data management, including regulatory, policy and organisational drivers.
- Knowledge of relevant systems, data, processes and performance drivers to support service improvement initiatives and inform medium- to long-term planning decisions.
- Contract management, governance and financial scrutiny
- Best practice, digital tools and evolving energy technologies

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#### Experience

##### Level A

- Experience of using standard IT applications (e.g. Microsoft Word, Excel and Office 365) to support administrative, data handling or reporting tasks.
- Experience of working with data sets, maintaining records and following established procedures to ensure accuracy and consistency.
- Experience of assisting with energy, property, finance or facilities-related workloads

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### Level B (in addition to level A criteria)

- Experience of analysing and managing data within asset, energy, performance or similar operational environments.
- Experience of using spreadsheets, databases or online portals to produce reports and respond to routine stakeholder queries.
- Experienced in supporting the development of maintenance or capital programmes.

### Level C (in addition to levels A and B)

- Demonstrable experience of applying theoretical and practical knowledge within a specialist area to improve data quality, reporting or service outcomes.
- Experience of working with complex or varied information and contributing to activities or programmes that develop over the medium to long term.
- Leading major reporting cycles, audits or improvement programmes
- Advising on investment decisions and long-term planning
- Managing complex stakeholder and supplier relationships

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## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel, Teams and Outlook
- Strong IT skills, including competent use of spreadsheets, databases and performance or information systems.
- Ability to analyse straightforward data, identify basic trends or inconsistencies and follow up issues appropriately.
- Ability to work accurately for sustained periods, managing deadlines, interruptions and competing priorities.
- Polite, professional approach when dealing with colleagues, contractors or members of the public encountered during daily duties.
- Ability to carry out routine financial processes such as processing invoices, purchase orders or transactions in line with procedures.

### Level B (in addition to level A criteria)

- Effective analytical skills, including the ability to interpret quantitative and qualitative information and present findings clearly.
- Good written and verbal communication skills, with the ability to explain data, reports or technical matters to non-specialist audiences.
- Ability to manage a series of related tasks independently within recognised guidelines, seeking advice on policy or resource matters when required.
- Organisational skills to allocate straightforward tasks to others when necessary, without formal supervisory responsibility.
- Ability to maintain and develop asset and stock condition databases.
- Able to use benchmarking and performance tools to support decision-making.

### Level C (in addition to levels A and B)

- Ability to analyse complex data or situations, develop solutions or strategies and support activities with outcomes over extended timescales.

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- Well-developed communication skills to present complex, sensitive or technical information using appropriate methods for a range of audiences.
- High level of concentration, accuracy and attention to detail when undertaking sustained analytical work, report writing or data validation.
- Able to identify systemic risks, performance gaps and improvement opportunities
- Can influence senior stakeholders using evidence-based reporting