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| **Post** | **Graduate Opportunity – Energy and Climate Research Officer** |
| **Reporting to** | Head of APSE Energy |
| **Grade** | SCP 12 |
| **Post Purpose** | To research developments in the energy and climate change sector which are of relevance to local government, assisting Councils and supporting the production of briefings, events, marketing material and social media content. |

**JOB DESCRIPTION**

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| **KEY RESPONSIBILITIES** |
| 1. Research specific topics relevant to the energy / climate change agenda and share the findings utilising relevant methods
2. Assist the Head of APSE Energy in organising APSE Energy’s programme of seminars and events including liaising with host venues and speakers
3. Work in coordination with APSE’s Energy member authorities to prepare suitable agendas and attend meetings
4. Deal with membership queries and provide support and advice to the APSE Energy members (Councils)
5. Ensure network queries are effectively administered
6. Designing surveys, analysing, writing up and disseminating results
7. Ensure the contacts database is up to date
8. Ensure associate details are up to date
9. Assist with enhancing the profile of APSE Energy within both member and non-member organisations, communicating the value of APSE’s services and championing the policy aims and ambitions at all levels across the public sector
10. Contribute to the provision of social media content
11. Ensuring the consideration of equality and diversity issues within all aspects of research and advisory activities, but particularly in service planning, interacting with team members and customer care activities
12. Complying with APSE’s existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001
13. APSE’s National Council may specify other duties and responsibilities within the broad framework of this job description
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| **KEY TASKS** |
| 1. Monitor the energy and climate change agenda and how it impacts on local authorities and share that information with APSE Energy members
2. Write briefing notes to disseminate information to the membership
3. Contribute to APSE Energy publications
4. Compile monthly newsletters for the membership
5. Research specific topics relevant to the energy and climate change agenda and share the findings utilising relevant methods
6. Issue and respond to queries for APSE Energy member authorities
7. Build relationships with local government officers and councillors in relation to the work of APSE
8. Assist, coordinate and attend APSE Energy meetings and events
9. Research and produce content for APSE Energy website and keep it updated
10. Make use of social media to promote the activities of APSE Energy
11. Provide support to members of the APSE Energy team
12. Assist with APSE Energy Consultancy projects
13. Build and maintain relationships with external organisations in relation to APSE Energy
14. Promote APSE Energy and contribute to its growth and development
15. Be a point of contact for APSE Energy members and be able to deal with enquiries
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