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| ***Government of Anguilla*** | | | | |
| **JOB DESCRIPTION - 1** | | | | |
| **JOB TITLE:** | **Natural Resources Officer I – Energy Analyst** | | | |
| **MINISTRY** | | **DEPARTMENT** | **SECTION** | **UNIT** |
| Sustainability, Innovation and the Environment | | Natural Resources | Regulation/ Policy/ Research | Renewable Energy |
| **GEOGRAPHIC LOCATION** | | | **TITLE OF IMMEDIATE SUPERVISOR** | |
| The Valley | | | Director Natural Resources – Renewable Energy | |
| 1. **MANDATE** | | | | |
| To measure the efficiency of renewable energy sources, quantify trends and present forecasting reports/models for buildings. Inspect the efficiency of renewable energy sources in businesses; analyse energy use data; develop energy models for new and existing buildings; advise ways to improve renewable energy efficiency to improve energy performance and processes in Anguilla. | | | | |
| 1. **KEY FUNCTIONS** | | | | |
| 1. Measure the efficiency of renewable energy sources and ensure sound data management to facilitate sound decision making; 2. Develop sustainable energy models for Government buildings including their rental spaces; 3. Prepare technical reports detailing the findings of feasibility studies; 4. Inspect the efficiency of renewable energy sources in Government and Statutory bodies and businesses; 5. Conduct energy audits; | | | | |

| **JOB TITLE:** | **Natural Resources Officer I – Energy Analyst** |
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| 1. **KEY DUTIES** | |
| 1. Conduct energy efficiency consulting as well as energy and related economic analysis for Government, Statutory bodies and businesses; 2. Present forecasting reports, data, and information on trends in an easy to understand and useful format; 3. Analyse energy use data to determine energy performance, building operations, measure energy savings and identify trends or variations; 4. Develop energy models for new and existing Government buildings, Government rental and Statutory bodies’ accommodations; 5. Advise clients (GOA, Statutory bodies and businesses) on ways to improve renewable energy efficiency; 6. Inspect the efficiency of renewable energy sources in Government, Statutory bodies and businesses and make recommendations to improve existing processes; 7. Write plans, concept notes, policy briefs, proposals and recommendations on accelerating renewable energy development and decarbonisation plans; 8. Assess and collect energy performance data; 9. Perform energy benchmarking for a portfolio of Government and Statutory bodies’ buildings; 10. Develop thorough understanding and evaluation of potential interconnection alternatives for various projects, and the corresponding costs, benefits, and challenges for each alternative; 11. Monitor the performance of renewable energy systems and make recommendations as necessary to improve efficiency to clients (GoA, Statutory bodies and businesses), and developers; 12. Prepare reports on energy consumption trends, forecasts, and other statistical analyses of energy usage in various sectors of the economy; 13. Identify opportunities for cost savings in energy efficiency for GoA and Statutory entities projects and or capital expenditures based on historical data analysis or modelling tools; 14. Prepare forecasts of future energy demands based on economic growth forecasts and other relevant factors; 15. Prepare policies aimed at reducing energy consumption;   **EXPECTATIONS**   1. Act as a catalyst for change, model change and build capacity for managing change throughout the ministry/department/organisation. Influence others to translate vision into action; 2. Create and support a culture that focuses on creativity, innovation and knowledge; 3. Promote a culture of open and transparent communication; 4. Embrace technology by utilising all available ICT/media/mass communication to ensure that relevant messages and/or responses to the services offered are disseminated accurately, courteously and timely; 5. Hold up the Leadership Statement as a mirror to your own behaviour in a challenging and constructive way; 6. Foster a culture of teamwork and collaboration; 7. Lead and encourage innovation, creativity, leadership and overall development of mechanisms to support the staff complement and the greater Public Service. 8. Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events; 9. Develop and implement strategies for improving and maintaining a high level of customer service in the public sector; and 10. Perform other related duties as required by the job function. | |
| 1. **KEY RELATIONSHIPS** | |
| 1. Report to the Director Natural Resources – Renewable Energy. 2. Liaise and collaborate with public and private sector agencies and organisations in Anguilla and externally with representatives of regional and international organisations and regional and extra-regional Governments. 3. Serve as alternate focal point for UN Conventions, regional, national and international renewable energy organisations. | |
| 1. **KEY AUTHORITIES** | |
| Authorised to:   1. Collect relevant information relating to research and programmes within the Department. 2. Work closely with all government, private agencies, regional and international organisations (e.g. with ANGLEC, CARILEC, the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)) that have some remit for natural resource research and technological development, energy and renewable energy development, renewable energy technology standards, green procurement, energy economic planning models and electric utility integrated resource and resilience planning models. 3. Examine and monitor all supporting policies, legislation and plans along with the implementation capabilities of the legislation and existing policies. 4. Liaise with contractors, engineers, clients and financiers. | |
| 1. **KEY REPORTS** | |
| 1. Quarterly progress reports to the Director Natural Resources – Renewable Energy on all activities undertaken, challenges to be addressed and recommendations for action. 2. Technical papers and reports of analyses, findings and recommendations. 3. Proposals. 4. Contribute to the annual report focusing on the status of research and technological developments and their implementation toward renewable energy performance; 5. Other reports as required by the Director Natural Resources – Renewable Energy and Chief Natural Resources Officer. | |
| 1. **PERFORMANCE INDICATORS** | |
| 1. Timely and reliable completion of key reports and tasks assigned. 2. Achievement of activities and objectives against the annual work plan of the Department of Natural Resources. 3. Reliability and initiative in relation to customer specific reports and presentations for renewable energy projects and programmes. 4. Quality of reports and success of proposal writing. 5. Effective representation of the Department’s and Government’s policy with regards to renewable energy compliance and regulations. 6. Technical accuracy, quality of programme outputs and effectiveness. | |
| 1. **SCOPE OF THE JOB** | |
| The job carries responsibility for the preparation of evidence-based forecast reports and or models, proposals, programmes and plans as well as inspection, monitoring, measuring and evaluating the implementation of renewable energy sources; and providing technical support to clients (in public and private sector) on renewable energy infrastructure performance and processes.  Additionally, analysis of data and coordination with other agencies concerning the national programmes necessary to achieve long-term or targeted legislative or policy regulatory requirements will be necessary. | |
| 1. **PERSONAL QUALIFICATIONS** | |
| The incumbent must possess:   1. A sound theoretical and/or practical knowledge of renewable energy requirements. 2. A keen understanding of the concepts and principles supporting energy performance to support renewable energy policy and its advancement. 3. Familiarity with national, regional and international standards for renewable energy and energy. 4. Proficiency with the Microsoft Office Suite computer package. 5. Satisfactory theoretical and practical knowledge of research and technology development, proposal writing, analytical and diagnostic ability, interpersonal and communicative skills, negotiating ability as it relates to renewable energy programmes, excellent oral, written, quantitative analytical, organisational skills and interpretative judgement.   These skills, abilities and knowledge are normally obtained in the process of attaining an undergraduate degree or equivalent qualification in energy, engineering or environment related field (Energy Management, renewable or sustainable energy, Environmental/ Energy Engineering, sustainable development) from a reputable institution. Some practical experience (2-3 years) in a similar job function would be an asset. Additionally, the incumbent should have the following skills: report writing, interpersonal and familiarity with various computer software packages and familiarity with types of meters as well as the ability to explain complex concepts in a simple manner. | |
| **This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job.**  **2023** | |