

Job Description

Role Title	Business Engagement Officer
Job Family & Category	Project/Programme Management
Team	Home Energy Scotland
Line Manager	Partnerships and Improvement Manager, Home Energy Scotland
New/ Existing Role	Existing Role
Perm/ Fixed Term	Permanent
Job Purpose	To manage the successful delivery of the Energy Saving Trust (EST) employee engagement programme in Scotland through Home Energy Scotland and provide additional support by facilitating collaboration with Energy Saving Trust's business support programmes.
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Some day-to-day management of budget for project expenditure ▪ No line management responsibility ▪ Indirect management of others, e.g. Contractors
Key responsibilities	<ul style="list-style-type: none"> ▪ Lead Home Energy Scotland employee engagement activity by working collaboratively with the Home Energy Scotland network and key stakeholders. ▪ Oversee project task teams, including contractors, to ensure the successful delivery of projects so that KPIs are met, project materials are relevant and customer satisfaction is high. ▪ Support flexible demand management within the Home Energy Scotland network by delivering employee engagement workshops webinars and resources on a one-to-many basis as required. ▪ Oversee Home Energy Scotland's eLearning module, managing users and keeping content up to date; support ongoing improvement of eLearning module content, access to it, and reporting requirements. ▪ Collaborate with EST transport, renewables, knowledge and insight, and marketing teams to keep employee engagement resources up to date and produce new resources as required and to promote the employee engagement service to employers.

	<ul style="list-style-type: none"> ▪ Represent EST, Home Energy Scotland and Business Energy Scotland programmes at meetings and events to promote associated services; coordinate and represent Energy Saving Trust’s partnership in the VIBES Scottish Environment Business Awards. ▪ Identify potential employee engagement projects with businesses operating at a national level to enhance EST’s reach and reputation. ▪ Maintain up-to date knowledge of the commercial environment and policy context in which the organisations and stakeholders operate ▪ Lead on Home Energy Scotland’s contribution to any bid for new or extended contracts relating to business engagement activities as opportunities arise.
<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Degree level and/or relevant work experience relating to the role. <p>Experience</p> <ul style="list-style-type: none"> ▪ Good track record of assisting in programme delivery and achieving outcome-based targets. ▪ Demonstrable experience of stakeholder engagement and management. ▪ Experience of working with contractors, clients, stakeholders. ▪ Experience of remote working and using online platforms for meetings and presentations. <p>Skills & Knowledge</p> <ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills including presentation skills and experience of presenting to a wide range of organisations and other stakeholders. ▪ Ability to negotiate successfully with contractors. ▪ Ability to build relationships and influence internal colleagues and external stakeholders. ▪ Good organisation, project and budget management skills. ▪ Ability to manage and work in complex, multi-dimensional projects and teams.

	<p>Personal qualities and attributes</p> <ul style="list-style-type: none">▪ Highly organised▪ Positive attitude to relationship management and maximising opportunities▪ Ability to work as part of a team and on own initiative.▪ Results orientated with the ability to work to deadlines, handle change, solve problems and make tactical and strategic decisions.▪ Focused on quality and client and customer satisfaction.▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.
	<p>Desirable:</p> <ul style="list-style-type: none">▪ Project management or equivalent qualification▪ Knowledge and understanding of employee engagement and resource efficiency.▪ Experience of working in a decentralised team.▪ Innovative and creative thinking.▪ An appreciation of the tender and procurement process.▪ Awareness of current environmental drivers and issues in Scotland.