

<b>Job Title:</b> Energy Manager	<b>Role Profile Number:</b> ENH72
<b>Grade:</b> R	<b>Date Prepared:</b> 01.10.21
<b>Directorate/Group:</b> Property Assets	<b>Reporting to:</b> Head of Property Management
<b>Structure Chart attached:</b>	No

**Job Purpose**

This role is responsible for utility contract management, ensuring the Council can demonstrate best value for money in its utility procurement. This role also supports the Council’s objectives to achieve net zero greenhouse gas emissions by 2030, working closely with colleagues from across the organisations to deliver energy efficiency and renewable energy projects using the latest technologies and driving behaviour change. You will also be responsible for keeping track of the Council’s energy and water consumption, providing data and supporting progress reporting against the Council’s Net Zero Emissions Action Plan.

**Key Accountabilities**

**Energy billing and usage**

- Manage the procurement of and contracts for energy and water for all Council buildings for which the Council has direct responsibility, in accordance with the Council’s financial rules and standing orders.
- Manage the monitoring of the organisations energy and water use including overseeing the procurement and operation of the energy management and billing system for the council.
- Ensuring optimum tariffs for electricity and water are maintained as part of a cost control exercise.
- Provide budgetary advice on utilities to Heads of Finance, Building Managers and Council partners.
- Ensure that the Council is compliant with its legal obligations in respect of energy and carbon emissions reporting. Specifically, the Carbon Reduction Commitment (CRC Energy Efficiency Scheme) and the Energy Performance in Building Regulations, including the supply of Display Energy Certificates, Energy Performance Certificates and Air Conditioning reports.

**Energy efficiency**

- Provide technical and operational advice and guidance in respect of energy, carbon and water management to officers, Councillors and partners (e.g. maintained schools, parish councils).
- Develop strategic, operational and investment approaches for the reduction of energy, water and carbon emissions in the context of the Council’s Net Zero Emissions Action Plan and legislative requirements.
- Develop business cases and act as principal advocate for energy efficiency and renewable energy

technology deployment for the Council and the wider Borough.

- Ensure that the Council's energy data base is up to date and holds all consumption histories including costs and carbon dioxide emissions for all premises, in order to provide reports as necessary.
- Providing energy training to ensure high standards of energy efficiency is achieved.
- Undertake energy surveys either through a client request or self-initiated and to design innovative schemes in order to reduce energy consumption with financial analysis of investment and financial returns.
- Identifying savings and system failures by regularly monitoring building performance.
- Identify energy efficiency grants or other funding mechanisms and prepare appropriate schemes for the application of funding.
- Support reporting on the Council's energy use and carbon footprint to the Corporate Management team, the Administration and Government.

### **Council solar schemes**

- Continuous management and monitoring of the Council's photovoltaic (PV) systems to ensure continued service and financial benefits are claimed.
- Arrange and manage the Council solar scheme Power Purchase Agreements, ensuring Government payments are captured and claimed, monitor performance and provide technical support.

### **Supplementary Accountabilities**

- Lead on responding to energy-related Freedom of Information Requests.
- Write and present reports analysing and interpreting complex data at Council meetings and other senior level meetings to Councillors and Senior managers in a clear and concise manner.
- Attend information events and meetings outside normal office working hours as and when required.
- Participate in continuous professional development.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- A good level of knowledge/training in energy and carbon management reporting.
- A good knowledge of energy efficiency and renewable energy technologies.
- Experience in energy management, working with data, project management, energy efficiency and renewable energy.
- Experience of energy monitoring and management activities for a large organisation, using energy monitoring software (e.g. SystemsLink) and/or Building Management Systems.
- Experience of collating and analysing complex data sets, preferably energy monitoring data, producing reports and recommendations.
- Experience of independent working and demonstrating initiative.
- Experience of project management.
- Experience of presentations to a range of audiences, in a formal and informal setting.
- Experience of developing and following policy and procedures within a large organisation.

## **Qualifications**

- Degree level qualification in Energy, Environmental Science or other related discipline; and/or Chartered Energy Manager status or equivalent.

## **Decision Making**

- Ability to apply advanced theoretical and technical knowledge to developing solutions for energy management for the Councils operations.

## **Creativity and Innovation**

- Identifying and introducing service improvements.
- Producing communication presentations and articles.

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b>	<b>Responsibility</b>	No
<b>Typical tasks supervised/allocated to others</b>	<b>Asset Responsibility:</b>	Licence subscription to SystemsLink energy management software

## **Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- The post will have contact with managers, staff across the Council and external partners.
- The post will have contact with councillors in regard to energy, sustainability and renewable energy technology work.
- The post will need to work particularly closely with officers involved in the climate change agenda, as key contributor to delivery of the Council's Net Zero Emissions Action Plan.

## **Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Managing and negotiating contractual claims with contractors.
- Current driving licence required and ability to make site visits to inspect building premises throughout the Borough.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	