



## Role Profile

<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 Operational Property
<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

- Undertake a range of duties related to energy and sustainability investment, strategy, and policy to ensure delivery outcomes and targeted savings are achieved on time and to a high standard.
- Support in the development/delivery of Energy and Sustainability strategies, policies, legislation and certification.
- Take a lead role in monitoring and reporting on energy, carbon and water consumption and spend including detailed data/trend analysis, benchmarking, database management, utility contract administration and data and invoice validation.
- Undertake the monitoring and management of utility budgets and procurement of utility contracts
- Carry out energy audits of Council properties including initial analysis of utility data, detailed site visits to identify energy and water saving measures, establish benchmark costs and savings and produce detailed energy audit reports.
- To identify and lead on energy and water projects including developing business cases, funding applications, preparation of procurement documentation and project management.
- Communicate energy and sustainability standards to contractors, building users, supply chain etc to ensure the integration of Council energy and sustainability policies, strategies and procedures into day to day operations, projects and maintenance operations.
- Support the efficient operation of the Council's Building Energy Management Systems
- Work collaboratively with clients, senior managers, Asset Management, FM, designers and other

stakeholders to develop energy and water investment opportunities.

- Lead on the management and monitoring of the Council's photovoltaic (PV) systems to ensure continued service and financial benefits are maximised.

### **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:*

- The post holder should have experience of working in a commercially aware environment. They should also have a sound understanding of property energy investment, generation and sustainability solutions as well as a wide ranging knowledge of sustainability in a commercial environment with such a wide ranging property portfolio as the Council's.
- A good level of knowledge/training in energy, renewable energy technologies and carbon management reporting.
- Experience of energy monitoring and management activities, using energy monitoring software (e.g. SystemsLink) and/or Building Management Systems.
- The post holder should have strong analytical abilities with experience in collating, analysis and presented technical data.

### **Qualifications**

- Degree level qualification in Energy, Environmental Science or other related discipline; and/or Chartered Energy Manager status. Consideration may be made where the post holder can demonstrate significant experience working successfully in a comparative energy related role.

### **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>	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.
- 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>	