



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Climate Change and Energy Manager	Role Profile Number: ENH146
Grade: R Salary:	Date Prepared: June 2020
Directorate/Group: Inclusive Economy & Sustainability	Reporting to: Head of Property Management
Structure Chart attached:	No

Job Purpose

In your role, you will be responsible for the co-ordination of all energy management activities throughout the Borough in order to promote and to ensure compliance with existing and developing policies and strategies. You will also lead on the development of Climate Change strategy

Key Accountabilities

- To procure all energy, water and services for all Council buildings where the Council has both direct and indirect responsibility
- Lead on development of Climate Change Strategy and Implementation Plan in line with Council Motion to achieve net zero emissions by 2030.
- Manage the Council's Carbon Reduction Commitment and liaise with finance to ensure appropriate credits are purchased to cover emissions
- Manage the Council's obligations under the Energy Performance of Buildings Directive, including Display Energy Certificates and Energy Performance Certificates with the exception of domestic properties
- Devise innovative strategies for reducing energy usage and costs for all buildings following technical system review based on data
- Continuous management and monitoring of the Council's photovoltaic (PV) systems to ensure continued service and financial benefits are claimed
- Manage the Council's Solar Farms, in terms of arranging and managing PPAs, ensuring government payments are captured and claimed, monitor performance and provide technical support to the finance team.
- To allocate, prioritise and coordinate workload to meet the legislative requirements and corporate objectives
- To endorse all building/building services designs for new and refurbishment projects to ensure compliance with Council energy related policies and best practice and in addition attend consultancy

- design meeting as part of Design Team
- Manage budgets, contractors and site works to ensure work is carried out to a high standard, within budget and on time
 - To prepare business cases to secure funding, design tender and project manage works through to commissioning and handover
 - Control and manage all energy management activities throughout the Borough
 - Produce specialist contracts for energy management works
 - To supervise and direct the staff to 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
 - Procure the Council's energy (circa £5 million) and supplies including gas, electricity and water where the Council has direct and indirect responsibilities e.g. Schools
 - Negotiating all energy contracts and being responsible for authorising payment of all energy and water accounts
 - Managing, monitoring progress and controlling expenditure on new schemes/projects to ensure that they are delivered to a high standard, within budget and on time
 - Providing training on new installations to ensure high standards of energy efficiency is maintained
 - Undertaking 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
 - 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 the Council's Clients
 - Establish new building/refurbishments operational costs
 - To endorse all building/building services designs to ensure compliance with the Council's energy policies and best practice
 - Preparing reports and attending committee meetings as and when appropriate
 - Ensure compliance with the Council's standing orders and financial regulations
 - Attend consultancy design meetings to ensure that the Council's interests are best served to provide best value
 - Identify energy efficiency grants or other funding mechanisms and prepare appropriate schemes for the application of funding

Supplementary Accountabilities

- Promote customer care, equality and diversity best practice
- Assist in the management of staff including interviews, appointments and evaluation of performance
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent the Building Services Manager as and when required
- Prepare specific energy reports and attendance at Committee Meetings

- 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:

- Energy Management
- Detailed knowledge of construction related health and safety regulations
- Knowledge of energy compliance regulations

Qualifications

- Chartered Energy Manager or equivalent degree and experience
- Current driving licence

Decision Making

- Continuous review of the energy contracts to ensure best value

Creativity and Innovation

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

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>Typical tasks supervised/allocated to other</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.No</p>
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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)*

- Advising Cabinet Member on Climate Change Strategy and implementation
- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and

- tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

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)

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	