

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Energy Manager				
DEPARTMENT	Estates				
LOCATION	Brayford Pool				
JOB NUMBER	EF5144	GRADE	7	DATE	April 2018
REPORTS TO	Environmental Manager				

CONTEXT

The University's built environment and supporting services make an essential contribution to the success of the institution, in particular:

- Making a first and lasting impression on students, staff and visitors
- Attracting, converting and supporting the best students and staff
- Significantly influencing student and staff satisfaction and productivity
- Accounting for the largest share of University expenditure after staffing
- Making the largest direct contribution to the University's environmental impact

Reducing the environmental impact of the University is an important task – by 2020 the University will have to reduce its emissions of carbon dioxide by 43% from 2005/06 levels to meet Government targets. The role of Energy Manager will play a key part in enabling the University to meet these targets.

JOB PURPOSE

The Energy Manager is responsible for managing and monitoring the University's consumption of energy and water, and liaising with staff across the estate to help the University meet its commitment to reduce energy use and carbon emissions. This is a strategic role that will investigate the use of low carbon and renewable energy solutions to deliver cost effective carbon savings. The role requires a highly motivated person who can communicate on technical issues to a range of stakeholders.

The main functions of the role are:

1. Manage and reduce the carbon emissions and utility spend of the University - through monitoring and targeting, and energy efficiency projects;
2. Ensure that the University is compliant and up-to-date with current government policy on carbon emissions and energy. Following the strategic plan of the University and ensuring policies that are in place to achieve our commitments;
3. Raise awareness of and communicate the carbon reduction message to staff, students, and beyond.

KEY RESPONSIBILITIES

Compliance with Legislation

Managing the University's statutory obligations in relation to utilities such as the Carbon Reduction Commitment, and Display Energy Certificates. Ensuring that the University meets its commitments in a timely manner therefore avoiding fines and loss of reputation.

The post holder will keep up to date on current and upcoming energy related legislation that is relevant to the higher education sector. Taking part in consultations on new legislation and making recommendations to senior management on the likely costs and impacts of complying with upcoming legislation.

Financial Management:

The procurement of competitively priced utilities, meter operating services, and data collection contracts. Working in consultation and close co-operation with finance and procurement departments, and liaising with utility companies to achieve best value.

Responsible for managing the formulation of energy and water forecasts and budgets, allocating reasonable funds to utility spend for each year. Checking and authorising invoices for energy and water, and continually monitoring spend against those budgets for utilities and associated costs. Ensuring appropriate reporting on consumption and spend against budget is provided to relevant stakeholders.

Closely monitoring supplier invoices for spikes in usage, poor power factors, discrepancies, and inappropriate charges to ensure that the University is obtaining good value for money.

Working closely with Property and Administration teams to ensure tenants are recharged appropriately for their utility use.

Carbon Reduction Projects:

In order to achieve the University's challenging carbon reduction targets a series of projects to reduce energy consumption and cut carbon emissions will be required. The post holder will take the lead in planning and developing carbon reduction projects, prioritising areas for investment, including the allocation of funding for energy efficient technologies.

The role will include conducting and overseeing energy audits around the University to identify areas of high or exceptional energy consumption. Where appropriate this will involve the appointment and management of specialist consultants and contractors and the associated development of specifications and tender documents. Developing business cases to justify the investment in carbon reduction will be an important part of the role. Then following up the carbon reduction projects to ensure that the predicted energy savings have been achieved.

The role will include liaising and collaborating with a range of internal and external stakeholders on the development of carbon and energy saving projects. These groups will include students, building users, consultants and contractors.

Data and Information Management:

The analysis of the utility meter data to identify areas of high energy/ water consumption. Using initiative and collaborating with maintenance colleagues and building users to solve high consumption issues to identify longer term solutions for carbon and energy reduction.

Managing sub-metering assets and using and developing the eSight system to record and publish energy usage for each building. Then use the data to encourage a reduction in energy use.

Ensuring energy related Estates Management Statistics are collated in a timely manner for the HESA return.

Working with the Environmental Manager to develop strategies and methodologies to record and reduce "Scope 3" carbon emissions – i.e. emissions from activities such as procurement, travel, waste management. This will include close co-operation with other departments that control relevant data streams.

Providing data in the form of a monthly utility consumption and financial report to the Estates Senior Leadership Team, to demonstrate monthly savings against targets.

Policy Development

Developing and driving policy changes that will have a University wide impact in carbon reduction. The post holder will be key in implementing and revising the University's carbon management plan, setting energy and carbon KPIs and reporting against these therefore enabling the University to meet its carbon reduction commitments.

Maintaining and continuously improving the ISO50001 accredited energy management system. Ensuring that energy efficiency best practice is embedded in University policies and procedures and influence decisions made across the organisation to be both environmentally beneficial and energy efficient.

Liaison, Networking and Communication:

Assisting with technical projects (including refurbishment and new build projects) providing professional advice and support.

Developing engagement and behaviour change plans to reduce utility consumption and raise awareness of carbon reduction. Working in close collaboration with the Environmental Manager and Energy and Environment Officer, ensuring complex technical information is communicated simply.

Working closely with Maintenance colleagues to ensure that the building management system is continually improved.

Engaging in networks both internally and externally to ensure we that we are actively represented and the department's/ team's interests are voiced.

You will be expected to keep your knowledge and skills up-to-date by attending CPD training, conferences and taking part in influential networking such as being a member of EAUC.

Maintaining contact with appropriate organisations to ensure we are up-to-date with the latest thinking (proactively develop contacts to benefit the University).

Strategy Development:

Working with other stakeholders within the University to develop medium and long term strategies for the reduction of carbon emissions at the University. This will involve defining, implementing and delivering an effective carbon management plan, working closely with internal and external partners to develop and raise awareness of the plan.

Meeting this responsibility will include inputting into other relevant strategies within the Estates Department and wider University. Up to date knowledge of national and global policy

developments in energy and carbon policy will be required.

Expert Energy Advice:

Providing advice on energy saving products and low energy design principles to colleagues in the Capital Projects and Maintenance teams. The objective will be to ensure that energy and carbon reduction principles and considerations are included within construction and maintenance projects at the University.

This could include being part of a Project Design Team for major capital new build projects, assisting in the development of specifications or providing advice on low energy using products or alternative designs for maintenance projects.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The post holder will: Maintain confidentiality in respect of all areas of the job responsibilities and to be aware of current University policy on the Data Protection Act 1998.

- Comply with the health and safety and equality and diversity policies of the University in the undertaking of the job responsibilities, and to observe other University requirements relevant to the duties of the post.
- Undertake any staff development deemed necessary for the effective performance of duties assigned to the post.
- Undertake any other duties as directed by the relevant line manager, commensurate with the level of the post.

Key working relationships/networks

Internal	External
• Environmental Manager • Head of Space Planning, Strategy & Sustainability • M&E Maintenance Engineer • Capital Projects Team • Capital, Estates & Project Accountant • Director of Estates • Senior Management Team	• Relevant local authorities • EAUC • Consultants • Contractors • Key Suppliers • Relevant Professional Bodies e.g. Energy Institute, IEMA



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Energy Manager	JOB NUMBER	EF5144
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
A relevant degree or professional qualification	E	A
Membership of a professional body such as IEMA, or Energy institute	D	A
A related postgraduate qualification	D	A
Experience:		
General knowledge of energy management	E	A/I
Managing energy and carbon reduction projects	E	A/I
Experience of developing and managing financial budgets	E	A/I
General understanding of mechanical / electrical systems	D	I
Experience of developing an energy management system, such as ISO 50001	D	I
Experience of conducting energy audits	D	I
Knowledge of running energy awareness campaigns	D	I/P
Developing business cases for investments in energy efficiency projects	D	I/P
Skills and Knowledge:		
High levels of written and oral communication skills	E	A/I/P
Highly computer literate, particularly with Microsoft Excel and data management systems	E	A/I
Ability to organise self and others	E	A/I/R
Effective influencing skills	E	A/I
Effective problem solving skills	E	I/R
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	A/I
Effective team member	E	A/I/R
Proactive and able to use initiative	E	A/I
Commitment to continuous professional development	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	RF	HRBP	JE
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