

**Job Description for the Post of Energy Manager (Ref: EST09/10)**

1. **General Details**

Job Title:	Energy Manager
Location:	Estates
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 7 currently £30,595 - £35,468 per annum

2. **Job Purpose**

To develop and manage the University's Energy Strategy ensuring that the service is developed to meet the University's core business needs.

3. **Relationships**

Responsible to: Head of Health, Safety and Environmental Services

4. **Main Activities**

- § To be responsible for the implementation of energy policies/strategies, with the ability to manage these policies, identify trends and monitor performance.
- § To develop and implement a Carbon Reduction Commitment (CRC) compliance strategy designed to ensure that all relevant energy and carbon management issues are carried out in a manner that satisfies Government and European legislative requirements.
- § To assist in the promotion, development and implementation of sustainable and best practice energy and water management solutions across the estate to improve the University's overall energy and environmental performance standards.
- § To provide accurate and timely management reports and analysis on energy cost/consumption and associated carbon emissions to all stakeholders to facilitate energy and environmental performance monitoring, budgetary control and financial planning.
- § To develop and implement a comprehensive programme of energy audits on University buildings across the estate to identify potential energy and carbon reduction opportunities, undertaking feasibility studies, option appraisals and evaluation exercises to demonstrate viability of investment.
- § To assist in the procurement, management and accounting process of the University's energy and utility supply agreements.
- § Following appropriate training, to commission/carry out energy assessments on University buildings in order to provide Display Energy Certificates (DEC's) and Energy Performance Certificates (EPC's) as necessary.
- § To develop the University's energy data collection systems and expand the Automatic Meter Reading systems (Smart Metering) on all utilities.
- § To liaise with Estates staff to assist in the development and implementation of energy conscious design and energy efficient operation and maintenance practices.
- § To analyse data and management information from building surveys, EMS, energy audits, AM&T and benchmarking exercises to identify areas of improvement.

- § To assist in the provision of detailed and continuous energy efficiency investment programme of work and on approval project manage schemes to successful completion including pre/post implementation evaluation.
- § To investigate and evaluate renewable and low carbon technologies with internal departments and external bodies, promote their use where appropriate.
- § To actively pursue funding opportunities to secure financial support for University energy/carbon reduction schemes or initiatives.
- § To develop the energy management system to achieve its maximum potential as an effective energy monitoring, targeting and management reporting tool.
- § To format and compile evidence to support the University's application and ongoing accreditation commitments under 'The Carbon Trust Standard'.
- § To utilise the University's building management systems (BMS) and other system controls to ensure that internal environments and building services are operating at optimum levels across the estate.
- § To champion the use of new technologies in new and refurbishment projects presenting energy efficient solutions based on economic and environmental appraisals and whole life cycle costing.
- § To develop and foster effective working relations/integration with colleagues within Estates and the wider University community to improve overall energy awareness.
- § To attend meetings and working groups as necessary.
- § To undertake other such duties at a comparable level of responsibility that may be allocated by the Director of Estates.

## 5. Person Sought

### *Essential Criteria:*

- § Full member of CIBSE or hold equivalent professional qualification or degree.
- § Proven experience in energy management/efficiency.
- § Experience in managing a significant energy efficiency investment budget.
- § Possess a sound working knowledge of BMS for medium or large organisations.
- § Be fully conversant with current energy legislation.
- § Demonstrate good organisational skills with the ability to prioritise workload for self and others to meet deadlines.
- § Capable of working with minimum supervision and using initiative.
- § Excellent interpersonal skills.
- § Competent in the use of IT applications including Word, Excel, PowerPoint and ACAD.
- § Possess analytical and problem solving skills with the ability to work under pressure.
- § Excellent influencing and negotiating skills, with the ability to work well with a wide range of senior level stakeholders both with the organisation and across the sector.
- § Excellent written and verbal communication skills.
- § Motivational skills.
- § The ability to set energy targets, prepare forecasts and deliver energy awareness campaigns based on AM&T outcomes.
- § Report writing skills.
- § Presentation skills.
- § Flexible and creative.
- § Able to influence and champion change.
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

### *Desirable Criteria:*

- § Have a sound working knowledge of Automatic Monitoring & Targeting (AM&T) systems.
- § Be fully conversant with methods of meter data collection.

## 6. Special Conditions

This is a permanent, full-time post.

Although the postholder will be based in Stoke-on-Trent, it will be necessary to work at other University sites from time to time. This may be by the use of a car.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

**Date Job Description Revised**

August 2009

**Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

**Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

**Applying for this post**

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

**Please note that CVs will only be accepted in support of a fully completed application form.**

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 20 JANUARY 2010**

**Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

## Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

### Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

### Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

### CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

### Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

### Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

### Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

## Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week *		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

### Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

### Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.