

Job Profile

Position Details	
Post	Energy Manager
Service Area	Carbon management Service, Housing and Growth
Reports to	Head of Carbon Management
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<p>To be a leader within the Council for Energy Management, Carbon Reduction, and Energy Efficiency. This will be achieved by:</p> <ol style="list-style-type: none"> 1. Ensuring that efficient systems are in place to monitor and validate energy consumption and manage payments. 2. Manage the development and delivery of the Council's energy efficiency programme and emerging Zero Carbon Council Strategy. 3. Ensure that the Council complies with legislative and reporting requirements for energy consumption and carbon emissions across the Council's operations.

Main Responsibilities
<ol style="list-style-type: none"> 1. To own, develop and manage the Councils strategies and policies related to utilities (Energy and Water) within the Council. Including the procurement and management of consumption across the Council estates. 2. To lead programmes of work to ensure efficient and accurate utility bill data and payments. This may include embedding technical solutions, both in terms of physical installations and e-systems, to improve efficiency and accuracy of bills processing, validation, payment, recharging, and budgets. Managing an information system to collate and interpret data to support all energy management, billing activities, energy monitoring and carbon reporting. 3. To manage the utilities procurement process, preparing tender documents, specifications and undertaking technical and financial evaluations. Preparing procurement award and other business reports as required. 4. To comply with statutory requirements, including the Climate Change Act 2008, and Energy Certification and the Carbon Reduction Commitment. 5. To lead and empower teams and officers to lead on energy efficiency and carbon reduction projects across the estate. With enthusiasm and resilience to deliver success and ensure that collectively the Council delivers energy, carbon and financial savings.

6. Review and use utility data to implement a number of energy efficiency measures, liaising with stakeholders to deliver strategic and legislative requirements. Developing business cases that will deliver projects to reduce energy consumption, carbon emissions and/or financial savings.
7. Develop and maintain regular communication channels with stakeholders for which both Councils have indirect responsibility for carbon reduction (for example, Housing ALMOs and Schools), offering advice on energy/carbon reduction opportunities and signposting support, such as the Carbon Trust, where relevant. Ensuring that all stakeholders (suppliers, customers, Financial Services Team, and interest groups) are briefed where appropriate on related activity with respect to costs, billing issues, carbon management and other.
8. To manage and support staff and consultants working on utility payments and projects in their day to day duties.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
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Qualifications

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| <ul style="list-style-type: none"> • Educated to degree level in energy management, a related discipline, or similar skills and qualifications gained through life experiences. | E |
| <ul style="list-style-type: none"> • Qualified in or working towards a relevant qualification that are related to this post. These can be either in the Energy Sector or Management of staff. | D |

Abilities/Experiences

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| <ul style="list-style-type: none"> • Experience of developing a strategic direction around utilities and implementing this through policies and programmes of work. | E |
| <ul style="list-style-type: none"> • Experience of procuring and managing energy supply contracts for a large multi-sited organisation, in accordance with EC Procurement Regulations. | E |
| <ul style="list-style-type: none"> • Experience in identifying, developing and programme management of carbon reduction projects involving multiple tasks, stakeholders and timelines, preferably across several organisations (each authority in the programme will need monitoring both separately and within an overall aspect). | E |
| <ul style="list-style-type: none"> • Experience of implementing policies and strategies concerning energy and carbon management, setting targets and timescales and achieving buy-in. | E |
| <ul style="list-style-type: none"> • Experience in the use and effective utilisation of a modern energy management database and administration. With ability to manipulate and analyse complex data to identify improvements based on an understanding of the underlying issues, using this to convey issues and recommendations via simple management reports. | E |
| <ul style="list-style-type: none"> • Experience of managing and motivating a team of staff and maximising their effectiveness through training, supervision and allocating duties and work programmes. Dealing with performance and HR related issues in line with policies and procedures. | E |
| <ul style="list-style-type: none"> • Experience of self-time management, organising individual and team workloads, with the ability to work unsupervised, focussing on delivering timely project outcomes. | E |
| <ul style="list-style-type: none"> • Ability to present and communicate energy information in simple terms, to a range of audiences from Members, Senior Officers, Head Teachers, Finance Bursers, Suppliers and other relevant stakeholders. | E |
| <ul style="list-style-type: none"> • Ability to anticipate barriers and resistance to change and to negotiate the desired outcome, whilst maintaining good working relationships. | E |
| <ul style="list-style-type: none"> • Ability to identify and remedy energy problems with Building Management Systems (e.g. Trend). | D |
| <ul style="list-style-type: none"> • Experience of managing energy surveys, to improve performance and estimate costs and viabilities of implementation without unnecessary repeat visits. | E |
| <ul style="list-style-type: none"> • Strong analytical and interpretation skills with an eye for detail to execute a range of financial procedures and monitor budgets. | F |

Knowledge/Skills <ul style="list-style-type: none"> • Detailed knowledge of the Energy Sector and the factors that influence the volatility of prices, ideally within the public sector. • Knowledge and understanding of relevant energy legislation and policies, such as the Climate Change Act and Energy Performance of Buildings Directive. • Detailed understanding of a wide range of mechanical and electrical plant systems typically found in a local authority property portfolio, including heating systems, cooling systems and building management systems. • Understanding of the UK energy market: knowledge of the roles of Ofgem, National Grid Transco, the Generators, Settlement, Meter Operation, Code 5 metering and Suppliers, and the equivalent roles in the gas supply and distribution system. • Knowledge of how energy wastage occurs in typical buildings and the elements to target for investing in energy savings measures and projects. • Understanding of the political structure of local authorities or similar organisations, and the way they operate so as to best increase the profile of energy conservation within the council and to publicise current Energy and Carbon Management Policies, Strategies and Action Plans. • An inclusive and flexible team player, but able to work alone to set procedures and instructions, maintaining concentration without supervision. • Polite, professional and helpful manner. Ensuring that customers and contractors feel valued and together deliver agreed outputs. • Physically active as site visits may be required and often involve access to meter cupboards, boiler plant rooms, etc. 	E E D E E D E E E
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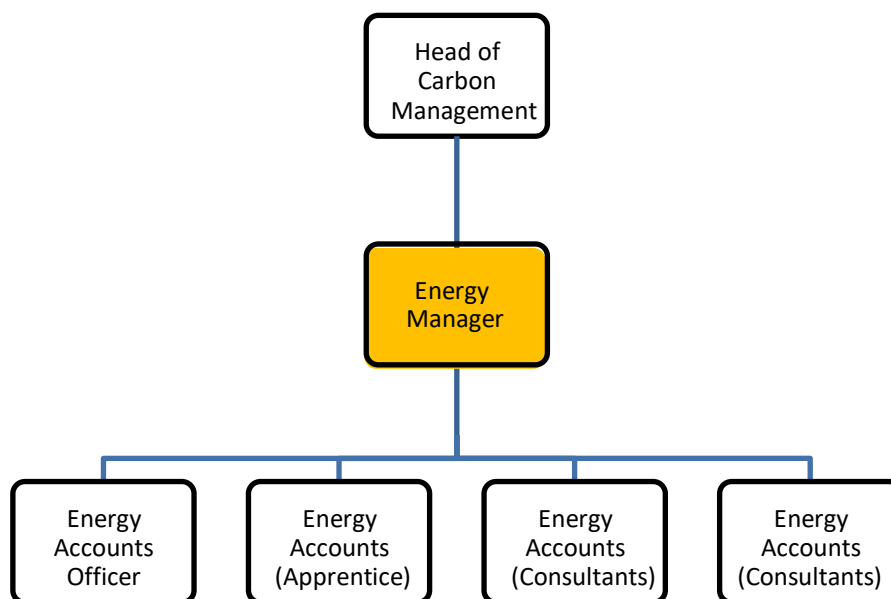
Main Contacts & Other Information

The post holder will line manage and develop the Energy Team and its effectiveness across a range of officers in accordance with Council protocols and processes. Ensuring the effective implementation and use of billing procedures and query management. Key contacts will be:

1. Head of Carbon Management
2. Energy Infrastructure Manager
3. Head of Property Services
4. Energy Accounts Officer (Haringey)

The post holder will have strong skills communications and build positive working relationships with a range of internal contacts across the Council. These include officers in finance, procurement, legal, HR, senior managers, facilities management, school heads and office managers, and councillors.

Organisational Structure



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		x		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	✓	99%	Use of a computer.	✓	90%
Audio typing.			Crisis or conflict situations.	✓	5%
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.	✓	5%
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.	✓	80%	Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.	✓	5%	Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

- Laptop
- Mobile phone.

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

The post holder will be required to provide accurate information on budget spend on the utility bills. Ensuring that the annual spend (which was approx. £6m during 2017/8) is managed effectively and appropriately and if needed lead action to mitigate any under or overspend.

To secure and manage capital funding to deliver energy efficiency projects within the existing stock.

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

The post holder will be personally responsible for equipment that is required to undertake tasks related to job. This will include the tool kits that enable access to Meter Rooms and associated storage space.

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

N/A

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

To manage and use the Councils Energy systems, processes, databases and information systems for the full and effective discharge of responsibilities of the role.

These will include utility consumption data, finance spreadsheets, and utility meter data.

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes, please indicate the type of building(s) concerned and the nature of the accountability:

The post holder will be required occasionally to be responsible for the safe keeping of key and security measures associated with buildings and their meter / energy rooms.