

JOB DESCRIPTION

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| Vacancy reference: | SRF24086 |
| Post Title: | Energy Officer |
| Grade: | 6 |
| School/Department: | Sustainability Services, Estates & Facilities |
| Reports to: | Energy & Sustainability Manager |
| Responsible for: | None |

Purpose

The Energy Officer will lead energy and sustainability awareness and behavioural change initiatives across the University, engaging with University staff and students at all levels, and on an ongoing basis, to ensure that good environmental practices are embedded.

Working closely with the Energy & Sustainability Manager, the post holder will also be responsible for the University's Energy Management System, ensuring good energy practice is embedded across the University. This will include identification of opportunities for energy, carbon and water savings, and support in the management of approved projects to ensure their successful delivery.

The post will work closely with the wider Sustainability Services team on the delivery of University-wide initiatives to support the ongoing improvement of the University's environmental performance.

Main duties and responsibilities

- Lead the University's energy and sustainability awareness and behavioural change programmes across the University's staff and student community; promoting effective liaison with both internal and external stakeholders. This will include, but not be limited to:
 - Building strong relationships across the University
 - Delivering sustainability training, presentations and events to a range of audiences
 - Producing communications, web content and managing Sustainability Services' social media accounts
 - Organising the University's annual Green Week
 - Overseeing the University's online sustainability training
- Take responsibility for the University's Sustainability Communications Strategy, developing annual communication and training plans in discussion with the wider Sustainability Services team and assessment the effectiveness of delivered training/communications
- Organise ad hoc student resource to support key sustainability events and initiatives
- Work with Schools, Functions and student groups to deliver University-wide sustainability initiatives, providing expert advice on energy, water and wider sustainability issues
- Communicate and promote the University's progress with its sustainability programmes in support of the University's external reputation and student recruitment goals
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- Provide advice on maintaining/enhancing the University's internal and external environmental credentials.
- Responsible for the management, compliance and maintenance of the University's Energy Management System (EnMS) to enable continual improvement of the University's energy performance
- Working with the wider Sustainability Services team, ensure the University's compliance with all current and forthcoming energy and carbon-related legislation, including its reporting requirements
- Working with the Energy & Sustainability Manager and the Energy Analyst, identify opportunities for energy, carbon and water savings, through formal audits and ad hoc opportunities
- Use the University's energy and water management software and other appropriate tools to analyse patterns of utilities consumption, taking action to resolve unusual energy consumption patterns
- Working with technical staff and students in Science Schools to develop sustainable laboratory initiatives to address some of the University's major environmental risks
- Support the Energy & Sustainability Manager with the selection, appointment and management of the University's utilities suppliers and other key suppliers as required by the role
- Support the Energy & Sustainability Manager with the management of carbon and water reduction projects, taking a lead on specific projects as required
- Support the Energy Analyst in the creation of annual utilities budgets and quarterly recharges, ensuring the sound financial management of utilities expenditure
- Represent Sustainability Services on major capital development projects to ensure the University's sustainability requirements receive due consideration in major developments
- Undertake other related activities that are commensurate with the level of this position.

Supervision received

The post holder will report to the Energy & Sustainability Manager

Supervision given

None

Contact

The post holder will be expected to develop good working relationships with staff and students in Estates & Facilities and across the wider University

Terms and conditions

Full time – 5 days per week.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: May 2009

Last update: 16 July 2018

PERSON SPECIFICATION

| Job Title | | School/Department |
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| Energy Officer | | Sustainability Services, Estates & Facilities |
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| Criteria | Essential | Desirable |
| Skills Required | <ul style="list-style-type: none"> • Ability to effectively communicate environmental issues in order to influence decisions • Small events management experience, including good presentation skills • Ability to demonstrate problem solving skills, initiative and creativity • A good understanding of web and social media platforms as communication channels • Good organisational and prioritisation skills • Ability to work under pressure to tight deadlines Good data analysis skills • Good IT skills and abilities with experience of Microsoft Office Software | <ul style="list-style-type: none"> • Basic accounting skills • Energy auditing experience • Experience with writing reports at an executive level • Project management experience |
| Attainment | <ul style="list-style-type: none"> • Educated to bachelor degree level or equivalent in Energy, Environment, or other related subject. | <ul style="list-style-type: none"> • Relevant energy management qualification(s) |
| Knowledge | <ul style="list-style-type: none"> • An understanding of current and forthcoming energy and environmental legislation • A good understanding of utilities invoicing • An understanding of building control systems | <ul style="list-style-type: none"> • Experience of Display Energy Certificates and CRC legislation • Experience of working in a large, complex organisation • Experience of ISO50001 Energy Management standard |

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| Relevant Experience | <ul style="list-style-type: none"> • Experience in either an energy-related or communication-based role • Successful delivery of behaviour change programmes • Experience of communicating to all levels of interested parties as well as senior management across variety of roles. • Experience of handling financial information • Delivering presentations to internal and external audiences | <ul style="list-style-type: none"> • Understanding of carbon management • Processing of utilities invoices • Preparing/managing internal budgets • Use of energy management software, including Systemslink Work in the education sector. |
| Disposition | <ul style="list-style-type: none"> • Friendly and polite with a strong customer service focus • An enthusiastic and passionate approach to the role with the drive to make a real difference • Positive, flexible and adaptable approach • Ability to maintain effectiveness under pressure • Excellent command of English • Willingness to undertake relevant training • Able to work on own initiative and as part of a team | |

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| Updated by Dan Fernbank | Date: 24 July 2018 |
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