

JOB DESCRIPTION

Vacancy reference:	SRF28991
Post Title:	Energy Analyst
Grade:	6
School/Department:	Sustainability Services, Estates
Reports to:	Energy & Sustainability Manager
Responsible for:	any members of staff this person line manages

Purpose

The Energy Analyst's excellent analytical skills will be integral to managing the development, production and analysis of energy data and energy reports across the University; leading monitoring and targeting of utilities consumption to continually reduce consumption, and monitoring and verifying savings delivered through key energy saving initiatives.

The postholder will also lead on the production of annual reporting requirements for key pieces of energy compliance including Display Energy Certificates (DECs) and internal annual reports. This will include the production of annual utilities budgets and quarterly utilities recharges to support the Energy & Sustainability Manager in the management of utilities expenditure.

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

- Develop, produce and analyse management reports from the Systemslink energy management software, acting as the key liaison with the external database provider
- Analyse and verify data taken from a range of manual and automated meter reading systems to ensure robust utilities data is maintained on an ongoing basis
- Analyse patterns of utilities consumption to establish and monitor building-by-building energy performance indicators; taking action to resolve unusual energy consumption patterns
- Measure, monitor and verify savings delivered through key energy saving interventions, using the principles of the IPMVP standard
- make recommendations for ongoing improvements to the University's metered utilities
- Produce the required core energy data and oversee the production of legally compliant DECs
- Work with the wider Sustainability Services team in the production of energy surveys to identify and record opportunities for energy saving
- Manage, analyse and report on requirements for key energy legislation including DECs, CHP QA and HESA Estates Management Records
- Work with the Energy & Sustainability Manager in the analysis and reporting of annual carbon and energy performance

- Support the Energy Officer in the management and delivery of the University's ISO50001-certified Energy Management system
- Support the Energy & Sustainability Manager in the management of the University's utilities supply contracts, including the re-tendering of suppliers
- Deal with all energy data queries and information requests from various parties across the University
- Liaise with parties across the University regarding utilities use in buildings to understand and take appropriate action to improve efficiency
- Manage and take a key role in defining new workflow processes in energy data management in line with process improvement and with input from colleagues.
- Participate in the training of staff and in communications about energy data management
- Maintain and enhance the University's public online energy data platform
- 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 have day to day contact with colleagues in Estates, ITS, Finance, Academic and Administration staff, external consultants and outside agencies.

Terms and conditions

This is a full time, permanent post.

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: 4th March 2011

PERSON SPECIFICATION

Job Title	School/Department
Energy Analyst	Sustainability Services, Estates

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent analytical skills attention to detail • Excellent Microsoft Excel and graphical presentation skills • Ability to work under pressure to tight deadlines • Excellent planning and organisational skills • Ability to build and maintain working relationships at all levels • Effective written and oral communication skills 	<ul style="list-style-type: none"> • Ability to analyse information using energy management software • Experience of implementing and maintaining energy monitoring and targeting procedures
Attainment	<ul style="list-style-type: none"> • Educated to bachelor degree level or equivalent 	<ul style="list-style-type: none"> • Degree in in Energy, Environment, or other related subject • Relevant energy management qualification(s)
Knowledge	<ul style="list-style-type: none"> • Using Microsoft Excel for data analysis and charts • An understanding of utilities contracts/ utilities invoicing 	<ul style="list-style-type: none"> • An understanding of Display Energy Certificates • An understanding of building control systems • Experience of working in a large, complex organisation • Experience of ISO50001 Energy Management standard • Understanding of IPMVP protocol
Relevant Experience	<ul style="list-style-type: none"> • Previous experience in either an analytical or an energy-related role • Experience of effectively presenting complex data to a range of audiences • Experience of energy management techniques for monitoring and targeting • Experience in monitoring, measuring and verifying the performance of energy saving interventions 	<ul style="list-style-type: none"> • Previous experience in a similar role • Understanding of carbon management • Carbon reporting experience • Previous budget management experience
Disposition	<ul style="list-style-type: none"> • Willingness to undertake relevant training • Positive, flexible and adaptable approach • Able to work as part of a team 	<ul style="list-style-type: none"> • An interest in environmental issues

Completed by: Dan Fernbank	Date: 07/05/2019
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