

JOB DESCRIPTION

Job Title: Energy and Decarbonisation Manager	Band 7: £38,249 to £42,882 per annum <i>Opportunity to progress to £46,735 subject to performance and the university reward scheme</i>
Department: Maintenance & Estates	
Reporting directly to: Director of Capital Developments and Campus Infrastructure	
Supervisory responsibility for: N/A	
Other Contacts Internal: Project Managers; Colleagues within the Estates and Facilities Department; Staff at all levels within University; Students and Visitors. External: Contractors; Consultants; Engineers; Peers at other Universities; students, Contacts at TEC (Energy Consortium), AUDE, EAUC, AUE, and other professional networks.	
Main Duties*: <ol style="list-style-type: none"> 1. To review, develop and implement the University's Energy and Water Management Strategy to align with the University's wider decarbonisation targets. 2. To work with key stakeholders in the University to support the development, implementation, and reporting against the University's energy and net zero carbon target. This will include developing and overseeing an ongoing programme of energy efficiency and carbon (Scopes 1 and 2) reduction measures to decarbonise the estate and ensure energy efficiency is maximised. The role holder will be a key member of the University's Energy Committee and will be expected to attend internal and external meetings to represent the University. 3. To provide expert advice in relation to effective energy and water usage across the University in line with university policies and industry best practice. 4. To be responsible for advising on all matters relating to developing a strategic approach to achieving sustainable practices for the University's operations. This will include, but not be limited to, improving energy efficiency, initiating schemes to make use of renewable energy sources and reduce waste and water usage. 5. Lead on the delivery and management of the University's Energy Management System (ISO 50001) 6. To conduct or commission an ongoing programme of site surveys and energy audits to assist in both the preparation of business cases for proposed investment and the development of long-term maintenance plans to reduce energy consumption and support the University as it moves to net zero. 7. To manage, maintain and upgrade the University's metering and submetering estate. 8. To project manage carbon and energy reduction programmes and projects across the University's campuses – this will include the preparation of tender specifications, managing contractor performance and carrying out post completions reviews. 	

9. To regulate and monitor the energy use across the University and improve efficiency by evaluating energy consumption and putting in place new policies, procedures, and changes to the University's Building Energy Management System (BEMS)
10. To proactively engage with the design and delivery of mechanical, electrical and construction projects within Estates Services to ensure that opportunities to improve energy performance and adopt new technologies are maximised. This will include playing an active role in the design, construction and soft landings phases of the projects.
11. To assist colleagues in Finance and Procurement in preparing forecasts and budgets for the procurement of energy, metering and water contracts.
12. To develop outline design briefs to enable the commissioning of internal and external consultants and prepare tender documentation to commission zero carbon projects.
13. To write bids and manage applications to relevant grant and funding schemes and subsequent projects, including those administered by government departments.
14. To work alongside colleagues to operate, manage and optimise the TREND Building Energy Management System (BEMS) to ensure optimum control of building services with regards to energy efficiency, ensure accurate data capture and pro-actively seek to reduce energy consumption.
15. To report to/provide information for internal University use and non-statutory returns as required, such as HESA EMR, THE Impact Ranking etc.
16. To keep up to date with relevant legislation and establish best practice sector principles, embedding these across the University.
17. To establish effective working relationships with building users; provide technical and practical advice and training on energy efficiency and minimising energy wastage.
18. To develop, review and report a series of key performance indicators for the University and monitor and compare performance with other relevant public and private sector organisations.
19. To work with internal colleagues from the Finance Team as well as external colleagues from The Energy Consortium (TEC) and utility companies to manage the University's utility accounts
20. To work with the Estates Data Team to enhance the University's data integration, visualisation, and reporting capabilities, enabling clear insights into the relationships between key metrics such as energy consumption, building utilisation, HVAC operation, internal space temperatures, and internal CO2 levels.
21. To ensure compliance with the University's procurement and financial regulations in all aspects of service delivery.
22. To carry out any other duties commensurate with the post and grade as determined by the line manager.
23. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
24. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.



25. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.