

PERSON SPECIFICATION
Energy and Decarbonisation Manager

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Educated to degree level/HNC/D level in a relevant accredited subject (energy sector) or equivalent experience.	Essential	Application Form / Supporting Statement / Interview
2. Demonstrated experience of working with or implementing an Energy Management System certified to ISO 50001.	Essential	Supporting Statement / Interview
3. Demonstrated experience of working with Building Management Systems (ideally Trend).	Essential	Supporting Statement / Interview
4. Demonstrated experience in using energy management solutions for performance analysis and reporting, alongside a strong understanding of the legal framework governing energy compliance and associated reporting requirements.	Essential	Supporting Statement / Interview
5. Excellent interpersonal and written communication skills to work proactively and effectively with a wide range of colleagues, across all levels of an organisation, and stakeholders with the ability to influence culture change, as well as explain technical information to a non-technical audience.	Essential	Supporting Statement / Interview
6. A robust understanding around the issues around carbon reduction with experience of developing a carbon management plan and overseeing its implementation, for scopes 1 & 2, in line with relevant regulation and standards.	Essential	Supporting Statement / Interview
7. Knowledge and experience of in-depth energy monitoring and detailed carbon accounting and reporting across scopes 1 and 2.	Essential	Supporting Statement / Interview
8. Strong numerical and analytical skills, with experience in handling and processing utility data to produce accurate, high-quality reports.	Essential	Supporting Statement / Interview
9. Demonstrated experience in managing and developing a metering and sub-metering portfolio.	Essential	Supporting Statement / Interview
10. A Supportive, flexible and collaborative approach to working and developing peer networks to influence change with a willingness to attend off campus events when required.	Essential	Supporting Statement / Interview
11. Ability to plan and deliver projects, liaising with stakeholders, advisors and contractors – overseeing their performance.	Essential	Supporting Statement / Interview

12. Excellent problem solving and decision-making skills with the ability to demonstrate initiative.	Essential	Supporting Statement / Interview
13. Excellent interpersonal, organisational and planning skills with the ability to motivate and guide others and meet deadlines.	Essential	Supporting Statement / Interview
14. An understanding and experience of the Soft Landings phase of refurbishment/construction projects.	Essential	Supporting Statement / Interview
15. Ability to prepare tender documents including drawings and specifications.	Desirable	Interview
16. Experience of contract management, procurement, contract administration, financial management.	Desirable	Interview
17. Be a Chartered Energy Manager, Member of CIBSE or other relevant professional body.	Desirable	Application Form / Interview
18. Experience in a Higher Education Environment.	Desirable	Application Form / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.