

## Candidate Information

**Position:** Assistant Estates Manager (Energy)  
**School/Department:** Estates  
**Reference:** 23/111209  
**Closing Date:** Monday 11 September 2023  
**Salary:** £37,099 - £44,263 per annum.  
**Anticipated Interview Date:** Monday 2 October 2023

### JOB PURPOSE:

The post holder will play a key role in embedding sustainability across the University and driving forward the University's Net Zero carbon aspirations and commitments to the Sustainable Development Goals.

The post holder will assist in the provision of a comprehensive range of professional energy management services relating to the University's estate, operations and activities.

### MAJOR DUTIES:

1. To support the Estates Manager (Energy) in maintaining and improving the standard of energy management services provided across the University including measures aimed at energy and water conservation, statutory /sector compliance and the management of contracts.
2. Assist the Estates Manager (Energy) with the continued development and implementation of the University's Net Zero Plan.
3. Assist the Estates Manager (Energy) in ensuring the University complies with all relevant statutory compliance including the requirements of the Energy Performance in Buildings Directive (EPBD) eg. the provision of Display Energy Certificates (DECs) and Energy Performance Certificates (EPCs).
4. Assist the Estates Manager (Energy) with the tendering and management of energy supply contracts including budgeting and the timely recharging of energy costs to third parties.
5. Financial management of funding for energy conservation projects.
6. Develop the University's energy monitoring methods and the processes in line with best practice.
7. Manage the University's energy and water Monitoring and targeting campaign.
8. Provide insight on energy related matters including the energy performance of Schools and Directorates across the estate.
9. Conduct energy audits to identify saving opportunities and help establish targets.
10. Identify actions and implement solutions to improve the use of energy and water and to assist with achieving targets by liaising with end users as necessary.
11. Conduct post project evaluations to quantify the benefits of energy and water saving initiatives.
12. Attend and contribute specialist advice to a variety of University departments, committees and working groups.
13. Attend committees and group meetings in the absence of the Estates Manager (Energy).
14. Other duties as determined from time to time by the Director of Estates.

### ESSENTIAL CRITERIA:

1. \* A degree in an energy related Engineering or Environmental Management discipline or alternatively substantial relevant experience working in a similar role.
2. \* Substantial relevant experience with a clear specialisation in energy management in a large and complex organisation.
3. \* Experience of energy related statutory compliance and legislation including Carbon Reduction Commitment and the Energy Performance in Buildings Directive.
4. \* Experience of implementing relevant energy saving and carbon reduction measures.
5. \* Extensive experience of energy monitoring and targeting systems and techniques.
6. Evidence of good negotiation and persuasion skills.

7. Computer literate.
8. Good verbal and written communication skills.
9. Ability to write reports and make presentations.

**DESIRABLE CRITERIA:**

1. \* Chartered status and full membership of the Energy Institute or the Institute of Environmental Management and Assessment.
2. \* Evidence of continued professional development in the field of energy management.
3. \* A formal qualification in energy management.
4. Good working knowledge of energy management systems.
5. Experience of conducting energy audits within occupied buildings and the subsequent compilation of reports including calculations of payback periods and carbon reduction.
6. Demonstrates a good knowledge of the local energy market.