

Candidate Information

Position:	Assistant Estates Manager (Energy) - Sustainability Reporting
School/Department:	Estates
Reference:	24/111904
Closing Date:	Monday 3 June 2024
Salary:	£37,841 - £45,148 per annum.
Anticipated Interview Date:	Monday 1 July 2024
Duration:	Permanent

JOB PURPOSE:

The post holder will lead on the development, organisation and management of the University's sustainability reporting (including Energy, Water, Waste and Scope 1, 2 and 3 Carbon Emissions). They will play an important role in delivering the University's Net Zero 2040 Plan, developing and implementing our approach to sustainability reporting and benchmarking.

The postholder will be responsible for collating and analysing data to drive improved performance towards our sustainability commitments. This will include identifying opportunities for continual improvement and ensuring compliance with external reporting and disclosure requirements.

MAJOR DUTIES:

1. To support the Estates Manager (Energy) with the collation, analysis and monitoring of sustainability data and information, monitoring and tracking progress to meet outcomes and deadlines on time, in budget and to a high standard.
2. To support the Estates Manager (Energy) develop and implement improved data gathering and management techniques that will improve reliability and aid reporting whilst reducing administrative burden. This will include system integration, report building, Database development and dashboard displays.
3. Manage and develop the operation of the University's existing hardware and software solutions used to gather and analyse sustainability data. This will include instrumentation, data logging hardware and analysis software.
4. Oversee the collation and analysis of scope 1,2 and 3 emissions data, ensuring quality control, review and sign-off as well as driving improvements in carbon reporting to support our Net Zero commitments.
5. Develop and manage the provision and reporting of environmental sustainability data for Faculties, Schools, Directorates and centres across the University to embed collective responsibility for the University's Net zero plan.
6. Reporting and effectively communicating sustainability performance as required for institutional commitments and indicators, management information and sustainability and Net Zero Plan governance structures.
7. Leading the coordination and preparation of data and information for annual sustainability reporting and the annual integrated report and accounts.
8. Preparing timely submissions to national and international sustainability benchmarking exercises, working across the University to collate data and information.
9. Contribute to sustainability management awareness workshops/ projects/ initiatives. This will involve the demonstration of Sustainability Data Management Systems and the provision of training as required.
10. Assist the Estates Manager (Energy) with the continued development and implementation of the University's Net Zero Plan.

ESSENTIAL CRITERIA:

1. A degree in a data management related discipline or alternatively substantial relevant experience working in a similar role.
2. Substantial relevant experience with a clear specialisation in environmental sustainability reporting in a large and complex organisation.
3. Experience of utilities & environmental sustainability related statutory compliance and legislation.
4. Excellent data handling skills, with the ability to analyse and interrogate complex data sets.

5. Experience in collating and reporting organisational performance, including tracking, monitoring and analysing data and information.
6. Demonstrable knowledge and understanding of Sustainable Development Goals and Net Zero and how this relates holistically to a large, complex organisation.
7. Good IT skills including proven record in relevant data management packages.
8. Good negotiation and persuasion skills.
9. Strong written and verbal communication and presentation skills.

DESIRABLE CRITERIA:

1. Membership of the Energy Institute or the Institute of Environmental Management and Assessment.
2. Evidence of continued professional development in the field of environmental sustainability.
3. A formal qualification in data management.
4. Good working knowledge of databases and data acquisition systems.
5. Demonstrably good knowledge of environmental sustainability reporting.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to Nathan Campbell - n.campbell@qub.ac.uk.