



Job Description and Person Specification

Summary

Job title:	Energy Manager
Area:	Facilities Management – Estate Services
Reference:	EHA2424-0625
Grade and Salary:	£39355 - £44128 per annum. Grade 8, Points 31 to 35.
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Estate Management
Reporting to:	Asset and Building Information Manager

About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing 334 members of staff across 13 defined Service Areas. We provide hard, soft and commercial FM services to almost 15,000 students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus.

Our multi-award-winning FM team is recognised within and beyond the higher education sector, for our customer-centric culture and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

FM Mission Statement - our purpose and aspirations:

*“Our **FM mission** is to deliver a safe, secure and vibrant campus environment in which to live, work, study and play, enabling our students and wider Edge Hill Community to maximise their potential”.*

FM Vision: *“Our **FM vision** is to be recognised as contributing to an outstanding campus experience that drives the attraction, recruitment and retention of our students and wider Edge Hill Community”.*

Our FM Values: guiding our decisions and our behaviour - (how we act):

All that we do is underpinned by our values. Our values are embedded in our words and actions, our decision making, and our performance.

- We will **Embrace challenge and seize opportunity**
- We will **Expect and celebrate creativity and excellence**
- We will **Act responsibly and with integrity**
- We will **Show determination, resilience, ambition and adaptability**
- We will **work together to deliver our Vision**

About the Department

Estate Services is responsible for the day-to-day and long-term maintenance management of the Universities Estate, including 120 buildings and the 160-acre landscaped campus. The service area includes 2 teams: Maintenance Services and Projects & Improvements.

About the Role

You will be responsible for managing Edge Hill University's energy consumption, including supplied and extracted water. This is a vitally important role for the University that will review and identify energy saving opportunities, manage budgets associated with utilities and, ensure the University is compliant with current legislation and policy on carbon emissions and energy usage.

You will devise strategies to reduce energy costs and environmental impact by monitoring utility usage and spend and work collaboratively with Estate Technical Managers to identify areas of opportunity for these savings through the built estate.

Duties and Responsibilities

Corporate Responsibilities

1. Participate in and accept responsibility for the management and development of the University.
2. Participate in University's decision-making process through membership of the Institution's committees as appropriate.
3. Contribute to and serve, as appropriate, on internal committees, working and advisory groups.
4. Promote and facilitate cross-university and inter-disciplinary developments in support of the student experience.
5. Support the University's further development and respond to the needs generated by engaging a diverse student body.
6. Actively promote and support effective communications in all aspects of the work of the University.

Energy Policy/Legislation/External Liaison

1. To review and advise on the Universities Carbon management Plan in line with legislation, government and University policy.
2. Contribute to the Universities strategic objectives, brief, commission and manage specialist consultants, conduct, organise and manage the energy audit process, including performance testing and investigations.

3. To maintain specialist knowledge and keep up to date with changes in energy regulation, industry standards and best practice. Monitoring government policy and grant conditions, prepare and submit proposals to the University and make government funding applications as appropriate.
4. Instigate and coordinate energy related funding bids including applications, any necessary reporting and administration.

Reporting Responsibilities

1. Monitor, collate, analyse and report on half-hourly demand profile data from utility suppliers and corresponding utility consumption data; building usage, occupancy levels and weather statistics. Identifying trends, liaising with internal stakeholders, external suppliers and consultants. Investigating exceptions / trends, identifying causes, reporting and taking corrective actions as appropriate.
2. Responsible for ensuring that any accruals outstanding as part of the energy billing process, including with any leased property are managed proactively to allow accurate reporting in relation to statutory reports, carbon management and budget forecasting.
3. Working with energy partners to deliver accurate energy budgets for forthcoming years to support institutional financial planning.
4. Assist with the preparation of energy budgets, managing and monitoring the energy budgets. Assisting in the development of energy-conscious design, maintenance, and operation policies and procedures.

Utility monitoring and corporate reporting (£, kWh and CO₂e, DECs, DNOs etc)

1. Manage and monitor energy usage and carbon emissions across the University estate, undertake energy audits and drive targets for energy reduction. Liaising and networking with external organisations, wider energy management groups and regulatory bodies. Reporting on detailed and complex University utility and carbon data.
2. To provide regular management reports on energy and water consumption and associated distribution costs, new initiatives and projects. Summarising highly complex and interdependent information and reporting at a level appropriate to the audience, ranging from students, staff, building users, managers, faculties and directorate.
3. Take responsibility for the University's Display Energy Certificate and Energy Performance Certificate issue/renewal, as and when required.

Monitoring and improvements – BMS opportunities/ technical, mechanical solutions

1. Reviewing the strategic plans of the University, undertake analysis and research to support investment proposals. Prepare high-level reports presenting complex data, making recommendations to ensure plans are in place to meet statutory requirements, University commitments and strategic objectives.
2. Working in collaboration with Estate Services and Facilities Management colleagues and the wider University community, implement campus-wide engagement programmes to influence staff, students, and contractors on energy efficiency and carbon reduction.
3. Deliver training and awareness sessions for building users on how to optimise energy use.
4. Develop a programme of energy / utility saving opportunities making recommendations on options available and implementing complex multi-service proposals. Undertake project / plant / equipment reviews, measure, analyse, produce management and user reports on efficiencies achieved and further developments.
5. To strategically manage the University's Building Energy Management Systems (BEMS), working with the Maintenance Managers and the Maintenance Team to control energy consumption and drive carbon reductions across the estate.
6. Working closely with the appropriate building services manager, ensure the BMS is configured to maximise energy efficiency in line with university policies.

Communications

1. Drive awareness of and communicate the energy / utility savings and carbon reduction message to students, staff, building users, managers, faculties and directorate.
2. Maintain close working relationships with regulatory bodies, energy suppliers, metering companies and sustainability bodies. Representing the University at wider forums and keeping up to date on proposed changes to legislation, which may influence the University future planning and operational activities.

Contracts

1. To lead the procurement of energy / utility supplies, analyse tenders, negotiate with bidders to maximise value for money, monitor, manage and approve subsequent supply contracts and energy bills, obtaining refunds and rebates where applicable. Liaise with external consultants and suppliers, analyse market conditions to establish the optimal time for energy procurement.
2. To manage, monitor, analyse and authorise utility invoicing, developing relationships with suppliers, reviewing usage with reference to historic data and benchmarking with comparable organisations.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree (or equivalent), ideally in a built environment / sustainability discipline or substantial relevant experience of working with energy management in a large estate.	Essential	Application
Membership of a relevant Professional Association, at a chartered or certified level.	Essential	Supporting Statement
Accredited to deliver ACI TM44 to level 4, DEC (Display Energy Certificates), and Energy Performance Certificates to Level 4 across the University.	Desirable	Interview

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Thorough knowledge and understanding of legislation relating to energy and carbon management.	Essential	Supporting Statement & Interview
Good understanding of building services systems as well as considerable knowledge and experience of energy use and carbon reduction.	Essential	Supporting Statement
Thorough knowledge of the energy and carbon management function	Essential	Supporting Statement & Interview
Familiarity with and a thorough understanding of energy metering technologies. Along with experience of data analysis to drive reduced consumption and carbon savings	Essential	Supporting Statement & Interview
Experience of BMS controls software. Identifying and managing BMS initiatives as energy reduction projects.	Desirable	Supporting Statement & Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant experience of delivering energy and carbon savings across a complex property portfolio.	Essential	Supporting Statement & Interview
Ability to carry out site surveys and investigations into building energy performance and undertake project budget estimates to determine potential savings.	Desirable	Supporting Statement & Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Able to work on own initiative and under pressure whilst maintaining close attention to detail and adhering to agreed deadlines.	Essential	Interview
Able to develop effective working relationships with colleagues at all levels.	Essential	Interview
Strong analytical skills to identify anomalous data and discover opportunities through being data driven	Essential	Interview
Able to communicate effectively orally and in writing, and produce written reports with complex specialist information, adjusting the level of content to suit varying levels of audiences.	Essential	Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact William Berkley, Asset and Building Information Manager at William.Berkley@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.