

Job Detail

(Overview, Role Detail and Person Specification)

Estates & Facilities

Carbon and Energy Manager – Grade 7

(Ref: MPF4048)

Role Title: Carbon and Energy Manager

Reports To: Head of Environmental Sustainability

Overview

Estates Facilities

Estates & Facilities has a vision to co-create excellent learning, working, and living environments that fully engage staff, students, visitors and industry and that facilitates the sharing of knowledge and information.

Utilising the resources of some 300 directly employed staff, supported by numerous external contractors, the Estates & Facilities department is responsible for delivering a full Estates and Facilities management service to the University, including capital development, property maintenance, cleaning, security, caretaking, landscaping and Leisure Facilities and participating in the University Environmental Sustainability Plan, Striving for a Sustainable Salford, particularly the Net Zero Carbon agenda. The University of Salford recognises the global climate crisis and that climate change is one of the biggest challenges facing our society across the globe. As a higher education provider we have a major role to play in enabling our students and staff to respond positively to global challenges. We also recognise our responsibilities to reduce our negative impact on our environment and our opportunity to demonstrate environmental sustainability through our operations and using our campus environment. In 2021 The University launched a new Environmental Sustainability Plan, Striving for a Sustainable Salford which consolidates existing action towards environmental sustainability and focuses on the target to become Net Zero Carbon (NZC) by 2038.

The Environmental Sustainability Team, reporting to the Associate Director Estates (Development) and into the Vice Chancellor's Executive Lead for Environmental Sustainability, works to embed sustainability into the culture and operation of the University of Salford. The University works hard to improve efficiency, promote sustainability and is committed to significant carbon reductions and net zero carbon.

Role Detail

Role Purpose

Reporting to the Head of Environmental Sustainability, the Carbon and Energy Manager will have a key role in the University's Environmental Sustainability Strategy and Net Zero Carbon commitments with responsibility for building energy and carbon management across the institution. This will include monitoring building operational performance, energy project development and the development, implementation and monitoring of a buildings decarbonisation plan with reporting of relevant scope 1, 2 and 3 carbon data for the University's net zero carbon plan. The role will also take the lead in the energy elements of the Environmental and Energy Management System to ensure the ISO 50001 certification is maintained and ensure compliance with any energy-related reporting and legal requirements.

Responsibilities

- Work collaboratively with the Head of Environmental Sustainability, the Estates & Facilities team and other stakeholders as appropriate to develop sustainable energy and utilities policies and initiatives to improve energy and water efficiency and reduce carbon.
- Analyse, monitor and report on energy and water use, carbon emissions and expenditure. Through the use of financial, building management systems and automatic metering systems identify, investigate and report trends in energy use, highlighting issues with regard to poor performing buildings and recommending actions as necessary.
- Manage the development and implementation of a Buildings Decarbonisation Plan to support the University Net Zero Carbon commitment
- Identify, prioritise and develop carbon reduction and carbon offsetting projects and provide specialist technical guidance on carbon management. Develop and present supporting business cases.
- Collaborate with Facilities and Maintenance team members to identify energy opportunities in planned and legacy maintenance scheduled works
- Manage the energy elements of the ISO 14001 and ISO 50001 certified Environmental and Energy Integrated Management System including establishing energy targets/standards, preparing forecasts, monitoring performance and ensuring appropriate competence and awareness for continual improvement in energy performance.
- Manage the use and development of Automatic Meter Reading data as part of an energy and water monitoring and targeting approach, and to use this system to validate utility invoicing.
- Develop and implement procedures ensuring compliance with all current legislation and statutory obligations, advising on future legislation.
- Work closely with the Estates & Facilities Maintenance team to use and develop the university's building management systems to identify plant faults and to develop opportunities to improve building control strategies to optimise operating conditions and control energy consumption.
- Develop energy, carbon and water mechanical/electrical specifications with respect to construction & refurbishment and provide technical advice on energy and water efficiency in relation to the purchase, operation and maintenance of plant and machinery supporting the whole built estate in line with the objectives of the University Sustainable Purchasing Policies, Sustainable Construction Policy and Masterplan Sustainable Development Strategy.
- Ensure that the University Energy Design Standard is implemented, remains relevant and an effective tool to support the University's commitment to Net Zero Carbon.

- Identify and establish working relationships with relevant design, engineering, and construction firms to implement energy reduction measures and metering requirements.
- Conduct measurement and verification of savings from implemented carbon reduction measures.
- Work with the Head of Procurement and Assistant Director of Finance, to co-manage energy and water purchasing in partnership with the university's Procurement team. Analyse available market intelligence and legislative developments to advise on the most favourable purchasing arrangements and strategies.
- Assist the Head of Environmental Sustainability in the setting of targets, monitoring and management of the University's Net Zero Carbon Plan.
- Prepare and present energy, water, financial and carbon data to leadership groups such as the Environmental Projects Board, Vice-Chancellor's Executive Team, University Council, regulators, or to other stakeholders. Prepare data for use in presentations and reports by others.
- Develop systems and processes as appropriate and necessary to enhance data capture, management and analysis.
- Take the key role in producing the relevant components of the annual Estates Management Statistics.
- To accept and be responsive to change, be pro-active and have a flexible approach.
- Perform any other duties appropriate to the grade as may be required by the Head of Environmental Sustainability.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy and bring to the attention of managers any matters relating to the health and safety of staff, students and visitors.
- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Educated to degree level or equivalent in a relevant subject (preferable energy management/engineering), or have practical experience appropriate to the role	E	A/I
2	Hold a current membership with an appropriate professional body	D	A/I

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3	Previous post-qualification experience in energy management and implementation of energy and water efficiency investments and initiatives	E	A/I
4	Experience in managing a significant energy efficiency investment budget and/or experience of working in a large, complex organisation	D	A/I

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
5	Data management structures and analysis including experience with large energy metering and consumption datasets	E	T/I
6	Current energy and environmental related legislation and government policy	E	A/I
7	Development and implementation of energy and water efficiency investments and initiatives	E	A/I
8	Building Management Systems for medium or large organisations	D	A/I
9	Awareness of funding opportunities	D	A/I
10	Development of carbon, energy and environmental strategies	D	A/I

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
11	Highly developed organisational skills with the ability to prioritise workload for self and others to meet deadlines	E	A/I
12	Capability to work under pressure, to tight deadlines and to demonstrate strong personal resilience	E	A/I
13	Excellent interpersonal skills	E	A/I
14	Strong Project Management Skills for implementing energy related initiatives.	E	A/I
15	IT literate with good knowledge of Energy Monitoring and Targeting Systems	E	A/I
16	Analytical mindset and problem-solving capability	E	A/I
17	Excellent influencing and negotiating skills, with the ability to work well with a wide range of senior-level stakeholders both within the organisation and across the sector	E	A/I/P
18	Excellent written and verbal communication skills	E	A/I
19	Capability to work under pressure, to tight deadlines and to demonstrate strong personal resilience	E	A/I
20	Capable of managing and controlling budgets/resources.	E	A/I

21	Ability to work using own initiative and within a team	E	A/I
22	Ability to think strategically and innovate	D	A/I
23	Be able to move around campus with reasonable adjustment, including areas which may be at heights or confined spaces	E	I
24	Be flexible in duties undertaken and to work outside normal working hours when required	E	I
25	Ability to foster and develop understanding of equality,diversity and inclusion issues	E	I
26	Passion for carbon, energy and sustainability related issues	D	I

A = Application form, I = Interview, P = Presentation, T = Test

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grade 7 and above will normally include a competency based interview and presentation and in some instances a work based simulation exercise.

Candidate guidance

****In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address**.**
