



## **Estates**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

#### **1. JOB INFORMATION**

Title: Carbon Reduction Officer  
Grade: 7  
Salary Range:  
Mode: **Full time**  
Ref No:  
Date: August 2012

#### **2. ESTATES**

All Estates staff are required to conform with the University's policies and procedures, behave in a professional manner, and support the core values of the service to ensure:

- Customer satisfaction
- High quality design standards and buildings operations
- High quality facilities maintenance and services
- Safety and security of students, staff and property
- Environmental protection and sustainability
- SMART systems both for Estates and the wider campus.

The post will support Estates in the key areas of:

- Daily operations of the campus
- Continuous improvement in performance
- Effective customer relations within Estates and the University, and externally as directed.

#### **3. JOB DESCRIPTION**

##### **Purpose**

- To manage, monitor and implement the University's Energy Strategy and Policy including delivering carbon footprint reduction targets and ensuring legislative carbon reporting and compliance.
- The post is expected to be self-funding i.e. at a minimum the postholder will demonstrate cost savings in excess of salary, and deliver continuous reduction of the University's carbon footprint.

## **Main duties and responsibilities**

1. Lead and support a multidisciplinary carbon reduction team including stakeholders from faculties/services - prioritising, measuring and implementing carbon initiatives, and achieving reduction targets.
2. Lead carbon/energy reporting including use of energy management software and automated metering/monitoring strategy for the University.
3. Manage data and legislative reporting requirements such as CHPQA, Carbon Reduction Commitment, EPCs/DECs, Estates Management Statistics and others as required.
4. Identify and manage applications, implementation and reporting requirements for access to energy grants and funds.
5. Energy budget estimates, forecasting and scenarios – costs and consumption, and systems for recharging Faculties/Services.
6. Assist with Energy Strategy, building benchmarking and implementation of internal financial system of rewards/penalties for energy consumption.
7. Ensure utilities invoice validation and recovery, accruals and monitoring of meters.
8. Audit buildings' energy performance, including BMS, degree days, regression methods, building occupancy, heating/cooling times and standards etc.
9. Advise on the development of renewable/low carbon technologies for new and existing buildings and to replace existing technologies including CHP.
10. Champion a carbon reduction (energy efficiency) culture and awareness with students and staff.
11. Maintain a register of applicable legislation and demonstrate compliance.
12. Participate with sector or organisational networks and initiatives as agreed with the Deputy Director Environment and Low Impact Buildings Centre.

AND other such duties within the scope and spirit of the job title, purpose, and its grading.

## **Supervision Received**

The post holder reports directly to Deputy Director Environment and Low Impact Buildings Centre.

## **Supervision Given**

Students or suppliers involved with campus activities

## **Contacts**

All University staff

All students

Suppliers and contractors

Stakeholders as agreed with the Deputy Director Environment and Low Impact Buildings Centre

#### 4. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<b><i>Education/ Qualifications</i></b>	<p>Graduate calibre in a relevant subject such as energy, building services, engineering etc.</p> <p>Membership by examination/CPD of an appropriate technical body.</p>	<p>Energy Institute accredited training or courses.</p> <p>ONC or equivalent in a building services discipline.</p>
<b><i>Experience (Paid and Unpaid)</i></b>	<p>Design, implementation and monitoring of proven carbon/energy savings in complex organisations.</p> <p>Use of specialist energy software and general office packages.</p> <p>Auditing of building performance.</p> <p>Legislative compliance.</p> <p>Automated metering and submetering set up and management</p> <p>Carbon Reduction Commitment submissions</p>	<p>Management of successful grant or fund applications.</p> <p>Advanced IT skills.</p> <p>Budgetary control.</p> <p>Delivery of training.</p> <p>Technical ability in CHP, automated building management systems, and/or renewable technologies</p>
<b><i>Job-related skills/ aptitudes</i></b>	<p>Commitment to environmental sustainability.</p> <p>Able to communicate and generate interest in carbon/energy concepts to technical and non-technical audiences.</p> <p>Individual aptitude with the ability to create and work with multidisciplinary teams.</p> <p>Keeping up to date with carbon legislation and strategy.</p> <p>Highly organised, accurate and meeting deadlines.</p>	
<b><i>Interpersonal Skills</i></b>	<p>Excellent communication skills.</p> <p>Approachable and influential.</p> <p>Able to balance a variety of stakeholder needs.</p>	

<b><i>Other Requirements</i></b>	Able to work flexibly and occasionally out of office hours.	
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