

Job Description



Please complete all accessible boxes so that your submission is not delayed because of missing information

MMU Department:	Services		
MMU Section:	Facilities		
MMU Unit:	Environment Team		
Job Title:	Energy & Environmental Systems Manager		
Vacancy No:	G1/3161	Closing Date:	1st March 2013
	(Applications must be submitted by midnight on the closing date)		
Grade:	9		
Hours of work:	37 hours		
Report To:	Head of Environmental Strategy		
Responsible For:	Sustainability Engagement Manager, Environmental Data Analyst		

Principal Accountabilities:

Take lead responsibility for Carbon and Energy Strategy across the University, developing strategy and long term management plans. This will include taking overall responsibility for the development and implementation of the activity associated with “Let’s make a sustainable planet” staff/student engagement programme, overseeing its communication and reporting.

Take a lead responsibility for the procurement and accounting of the University commodity and non-commodity utilities and carbon tax requirements.

Take principle accountability for energy and carbon footprinting associated with statutory and non-statutory reporting and legal compliance.

Be the key lead for integrating energy, carbon emissions management into Environmental Sustainability Management across the University, directing the work of Environmental Data Analyst to ensure the creation of robust systems for all environmental management data.

Key Tasks:

University Energy & Carbon Strategy

Take lead responsibility for the holistic development of the University Energy and Carbon Strategy over the short, medium and long term. This will include developing investment plans and detailed business cases with key stakeholders across the University.

Work with the Head of Environmental Strategy to embed key actions of Energy and Carbon Management Plans, and reporting on key performance indicators as success criteria to the Sustainability Investment Board.

Review and revise the University Carbon Management plan working with the Carbon Trust and external stakeholders to access assistance associated with the development of such plan. This will include illustrating the success and key elements of long-term investment plans for reducing energy

use, implementing carbon-reducing innovations for existing and new buildings, and incorporate a scope 3 emissions footprint baseline and action plan.

Enhance and communicate long-term energy policy and development of codes of best practice geared towards energy efficiency and carbon emissions reduction.

Legal Compliance

Actively monitor legislation horizons, analyse and inform the University of risk, reviewing of policy, strategy and operations to ensure minimum compliance and the pursuit of best practice.

Assist in the full development, maintenance and visibility of an environmental management legal register to ensure statutory compliance.

Assist the Head of Environmental strategy in the maintenance of the register and auditing of assurance of compliance and risk mitigation.

Develop, maintain and ensure procedures in compliance with the Carbon Reduction Commitment and Energy Performance of Buildings regulations and associated new regulations

Identify and advise key stakeholders in the University on changes to law and mitigation strategies that are of interest/risk to the University and may require investment, advising on their return on investment and effectiveness.

Environmental Management Systems

Assist the Head of Environmental Strategy in the development of the University Environmental Management System “EcoCampus” and associated procedures.

Identify training gaps within the EMS, working with the Sustainability Engagement Manager and Facilities Training Manager to ensure deliver of the training and recording of evidence in the training plans.

Energy Procurement & Financial Management

Actively monitor and track wholesale market utility energy prices, working with the Head of Environmental Strategy and Head of Procurement, to inform the University of exposure to risk, and develop annual energy, CRC and water budgets.

Ensure maintenance of accurate financial information relating to energy use and carbon. For example forecasting for budget management and monthly accruals. This will include directing the Environmental Data Analyst to improve systems in order to track performance and produce reports.

Energy Data

Work with the Property Services Team to develop and interrogate the existing Building Management Systems (BMS) identifying areas of operational energy inefficiencies. This will include development of a robust web based energy management system to analyse energy information.

Environmental Communications and Campaign

Ensure University's mission and goals concerning carbon reduction and energy management is communicated to the University stakeholders and community.

Responsible for development and delivery of the Let's Make a sustainable planet staff student engagement programme, overseeing its communication to University Stakeholders and improving student experience and satisfaction

Sustainable Buildings, Technology and infrastructure

Advise and help support the design teams associated with the University Capital programme, to support and challenge energy solutions for New Buildings and refurbishments.

Lead the pursuit of external grant funding sources for LZC (Low/Zero Carbon) technologies and energy management initiatives.

Responsible for the University revolving Green Fund (Salix), liaising with colleagues to build and ensure suitable projects are identified in compliance with the fund rules.

Acting as a Deputy

Act as a deputy head for the Head of Environmental Strategy, taking decisions as appropriate and ensuring the continued effective operation of the Environment Team when required.

Working with the Head of Environmental Strategy, actively support and agree the strategic planning of the Environment Team over a 3-5 year basis.

Liaison and Networking

Take a proactive role in maintaining existing internal and external environmental networks.

Represent the University at key sector event in a high capacity and, as opportunities are presented, be able to present case studies on MMU Environmental successes to a wide variety of audiences, including sector level conferences and workshops.

CPD expectations

Maintain good levels of relevant CPD training to ensure continued growth in your knowledge and expertise.

Develop action plans against the objectives set within the Environmental Sustainability Strategy and associated new development.

Write and communicate detailed, budgetary and specialist reports, review and plan strategy on a monthly, quarterly and annual basis.

Miscellaneous:

You will ensure that appropriate management systems and procedures are in place to meet your

health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You are responsible for assessing and managing risk for all elements of work within your own area/team and for ensuring effective risk management processes are in place.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review Clause:

This is a description of the job as it is presently constituted. It is the University's practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

Job Title:	Energy & Environmental Systems Manager	Vacancy No:	
MMU Department:	Services		
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In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Attributes	Item	Relevant Criteria	How Identified	Rank
I Skills & Abilities	1.1	Ability to receive, understand and interpret complex or highly detailed environmental information and present in a clear, confident way to a variety of audiences.	A/P	E
	1.2	Good leadership skills and be able to contribute to the development of a team.	A/I/P	E
	1.3	Ability to demonstrate good organisational and project management skills and appropriate use of IT software.	A/I	E
	1.4	Ability to plan, organise and prioritise work effectively; identifying resources to achieve agreed targets and objectives over short and long term periods.	A/I/P	E
	1.5	Demonstrate a high level of numeracy and ability to resolve problems and apply creativity to diverse and varied solutions.	A/I	E
	1.6	Be influential and take independent decisions, which are far reaching, complex and long lasting.	A/I	E
	1.7	Ability lead the development of effective systems and procedures and their implementation.	A/I	E
	1.8	Ability to maintain and develop communication, relationships and networks and deal with internal and external contacts.	A/I	E

		1.9	Maintain confidentiality where appropriate and deliver high levels of pastoral care.	A/I	E
		1.10	Ability to demonstrate excellent customer service.	A/I	E
		1.11	Ability to effectively contribute to strategic decisions and strategies.	I	E
2	General & Special Knowledge	2.1	Broad knowledge of the causes and consequences of climate change and related sustainability issues.	A/I	E
		2.2	Substantial knowledge of relevant Government energy and environmental legislation and its application to the Higher Education Sector	A/I	E
		2.3	Broad knowledge of energy and carbon technology and its effective application into a variety of applications.	A/I/P	E
		2.4	Broad knowledge of energy and carbon calculation and its application to investment and payback period.	A/IP	E
		2.5	Substantial knowledge of stakeholder communication requirements and development of Environmental campaigns/messages that are engaging and effective.	A/I	E
		2.6	Sound knowledge of financial management and budget control.	A/I	E
		2.7	Knowledge of Greater Manchester Climate Change Strategy and Manchester a Certain Future.	A	D
3	Education & Training	3.1	Have a degree in an environmental or related subject and/or substantial relevant experience.	A	E
		3.2	Membership of a relevant professional body or good record of energy/carbon CPD.	A/CC	E
4	Relevant Experience	4.1	Proven track record of effective energy/carbon/environmental management.	A/I	E
		4.2	Demonstrate effective and successful experience	A/I/P	E

			in delivering a wide range of environment and/energy related projects within a large organisations and or multi location sites.		
		4.3	Demonstrate ability to recognise different opportunities, and monitor their effectiveness and deliver proven savings.	A/I/P	E
		4.4	Proven project management and leadership skills.	A/I	E
		4.5	Experience of liaising with a variety of stakeholders.	A/I	E

Date Revised:

May 2012

Key:	How Identified	A	Application
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
	Rank	E	Essential
		D	Desirable