Job Description

Please complete all accessible boxes so that your submission is not delayed because of missing information
Managers please refer to the guidance on writing Job Descriptions & Person Specifications

MMU Department:	Services		
MMU Section:	Facilities		
MMU Unit:	Environment Team		
Job Title:	Environmental & Estates Data Analyst		
Vacancy No:	G1/3160	Closing Date:	1st March 2013
	(Applications must be submitted by midnight on the closing date)		
Grade:	5		
Hours of Work:	35 Hours per week		
Contract:	Permanent		
Report To:	Energy & Environmental Systems Manager		
Responsible For:	Environment Team interns and/ or Student Placements		

Principal Accountabilities:

To proactively contribute to the compilation, reporting, co-ordination and analysis of environmental, intelligent building energy systems and management information for legal compliance, University reporting, auditing and benchmarking.

To develop and enhance systems of environmental, building asset management and energy systems data storage to enable more efficient mechanisms of reporting.

To carry out specific responsibilities in defined specialist areas of environmental sustainability and estates management. This will be to enable the establishment and communication of environmental and energy performance indicators, supporting and enhancing stakeholder engagement with the University's sustainability agenda.

Key Tasks:

Data Collation, Analysis & Interpretation

Provide high quality statistical analysis to support effective decision making within the context of the University Environmental Sustainability Agenda and the Facilities Strategic Framework. This will involve analysing large volumes of complex data often in a time-pressured environment.

Maintain and contribute to the development of environmental and estate performance indicators and contribute to the production of appropriate reports for Facilities and the University Environmental Strategy Board.

Contribute to the further development, enhancement and implementation of methodologies to profile environmental and estate asset management/portfolio information across a range of environmental aspects and demographics.

Assist in the development and provision of a comprehensive range of internal environmental information reporting structures.

Integrate with the Facilities Property Buildings Services and Asset Management team to support delivery of the Intelligent Building Environmental Management Systems (IBEMS); accessing the technology and data and help advise on areas of inefficiency for improvement to reduce carbon footprint.

Environmental and Estates Services & Systems

Within designated environmental and building areas (e.g. building management systems, waste, water, energy, carbon, travel, biodiversity), synthesise data and operate systems that integrate internal and external environmental (e.g. Utility data banks, energy data hubs) and building data (e.g. DEFRA energy certification) sources to inform decision making at operational, institutional levels.

Identify, co-ordinate, align and ensure consistency of complex data linked to a range of University Services including finance, performance, facilities and estates management.

Using key knowledge and skills, establish specified and consistent sets of information that are relevant to environmental management and to enable strategic decision making e.g. University estates and faculty plans, energy strategy, carbon management, target and KPI reporting.

Using an eye for detail, help to identify trends i.e. seasonal variations or customer usage, designing spreadsheets/databases to meet specific needs, researching and presenting data appropriately for reports which will be analysed by others.

Provide summarised data for the University environmental KPI and Facilities dashboard and to assist in the presentation of sustainability environment data in an understandable way.

Manage the electronic storage mechanisms for all environmental and relevant estates data, in line with institutional environmental policy, auditing and integration with wider facilities reporting requirements.

Maintain proactive relationships with internal and external stakeholders to ensure that their needs for information, its analysis, interpretation and presentation are met.

Ensure and advise that relevant specialist analytical techniques and associated environmental energy software tools remain up to date and are fit for purpose.

Manage the collation and storage of all utility data including reports for compliance with the Carbon Reduction Commitment. Aggregate and check utility bills against cost for financial control and reporting by the Energy and Environmental Systems Manager.

Assist in developing working relationships with specified managers in both academic and central service areas to ensure an integrated approach to data capture, storage, analysis and interpretation.

Data Submission for Statutory Reporting

Provide accurate reports for University statutory environmental reporting and league tables, to include Estate Management Statistics, Carbon Footprinting (scope 1, 2 and 3), Carbon Reduction

Commitment, Annual Sustainability public reporting and People and Planet Green League.

Work with Facilities Property Services to collate quarterly readings for the Government "Feed in Tariff" revenue generation scheme, submitting them to the chosen Energy Company and storing the data for audit and financial purposes.

Teamwork

Work with Environment and Property Services Team Managers to establish existing data practices and work to improve efficiency and develop data management capabilities of systems.

Be an excellent team player bringing creative and innovative ideas to help report complex environmental data in an understandable way, ensuring effective communication and consistent use of shared data, establishing links with the central Facilities Communications team

Using appropriate environmental data, actively contribute to the departmental production of annual budgets for energy, water and carbon for the University.

Take a proactive role in Environmental and wider University events that may require additional support from time to time, such as Fairtrade fortnight, green awards, open days and student engagement activities.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

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.

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 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:

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:	Environmental & Estates Data Analyst	Vacancy No:	
MMU Department:	Services		
MMU Section:	Facilities		
MMU Unit:	Environment Team		

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
1	Skills & Abilities	1.1	Evidence of excellent interpersonal skills with the ability to build successful working relationships.	A/I	E
		1.2	Evidence of successfully delivering services to agreed deadlines.	A/I	E
		1.3	Excellent team working skills.	A/I	E
		1.4	Evidence of the ability to develop and maintain collaborative working relations across organisational boundaries.	A/I	E
		1.5	Excellent written, presentational and oral communication skills, able to educate and influence people at all levels.	A/I/	E
		1.6	Highly numerate and Excel literate with evidence of excellent analytical skills, including the ability to explore, evaluate and interpret complex sets of statistical information, draw conclusions, report and recommend potential solutions with practicable courses of action.	A/I/T	E
		1.7	Ability to balance competing demands and manage expectations, bearing in mind the needs of the customer and operational priorities.	A/I	E
2	General & Special Knowledge	2.1	Knowledge of all aspects of large scale, institutional-wide, data gathering, retrieval and analysis.	A/I	E

		2.2	Knowledge of the sustainability issues facing the Higher Education sector and relevant environmental/carbon targets	A/I	E
		2.3	Knowledge of environmental sustainability issues, estates management, technology and dashboards.	A/I	E
3	Education & Training	3.1	A relevant degree, or equivalent qualification, or equivalent experience in environmental or science based discipline	C	E
4	Relevant Experience	4.1	Experience of working in an organisation of comparable size and complexity.	A/I	E
		4.2	Experience of undertaking complex data gathering / information retrieval and statistical analysis.	A/I/T	E
		4.3	Experience of environmental and carbon reporting, methodologies.	A/I	E
		4.4	Experience in the creation and use of databases for complex data.	A	E
5	Special Requirements	5.1	Evidence of a commitment to equal opportunities.	A	E
		5.2	Evidence of, and commitment to, ongoing personal and professional development.	A/I	E

Date Revised:	August 2012

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