

UEL Energy & Environment Manager



Introduction

This is a job description and person specification for the role of Energy and Environment Manager at the University of East London (UEL). The role was created in 2009 as a result of the university going through the Carbon Trust's Higher Education programme.

Job Description

Job Title:	Energy and Sustainability Manager
Grade:	F
School/Service:	Facilities Services
Campus:	Docklands and Stratford
Responsible to:	Maintenance & Services Manager
Liaison with:	Director of Facilities Services, other Facilities Services colleagues, Schools, Services etc, external contractors and consultants

Job Purpose

To lead the identification and implementation of responsible energy management, energy efficiency, sustainability and environmental policies and other measures throughout the UEL estate to meet commitments to energy savings and avoid unnecessary expenditure.

Main Duties and Responsibilities

1. Develop and monitor implementation of energy and sustainability policies for UEL. Establish and chair relevant steering and working groups.
2. Develop and monitor implementation of other related policies for UEL, e.g. fair-trade, transport, waste management. Establish and chair relevant steering and working groups.
3. Develop and monitor implementation of guidelines for Facilities Services / Schools / Services / wider UEL as required to reduce:
 - Energy consumption.
 - Dependence on fossil fuels.
 - Water consumption.
 - CO2 emissions.
 - Pollution.
 - Waste

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4. Assist others in Facilities Services in the development of standard specifications for plant, equipment and other materials used for projects across the UEL estate with respect to energy and sustainability issues.
5. Assist with the procurement of utility supply contracts to include energy management principles.
6. Liaison with Carbon Trust HE Carbon Management Programme and other local, regional and national bodies with regard to energy management and carbon reduction. Planning enhancements to meet agreed targets and monitoring compliance against those targets. Identify sources of funding for measures to reduce energy, carbon emissions, water use etc.
7. Develop a good knowledge of the existing estate: its buildings, plant and other equipment, patterns of usage and running costs. Commission energy and water use audits. Maintain accurate energy and water use data.
8. Work with other members of the Facilities Services team to identify capital / maintenance projects to reduce energy / water consumption and expenditure, and during projects to ensure energy and sustainability issues are considered, where cost effective.
9. Responsible for establishing, monitoring and reporting on energy and sustainability budgets as agreed with the Director of Facilities Services.
10. Raise awareness across the Schools / Services / wider UEL of energy and sustainability issues through campaigns, posters, competitions, working groups etc.
11. Keeping up to date with current legislation and being aware of upcoming changes that are likely to affect future activities.
12. Planning, organising and co-ordinating energy and sustainability management resources.
13. Undertake such other duties at a comparable level of responsibility that may be allocated by the Director of Facilities Services.

Listening,
Understanding
and Learning

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Person Specification

Post: Energy and Sustainability Manager

Grade: F

School/Service: Facilities Services

Campus: Docklands and Stratford

Education Qualifications and Achievements:

Essential criteria

Degree in a related discipline. (A/I)

Desirable criteria

Certificates of training in current Health and Safety, Disability Discrimination, Fire legislation and issues. (A/I)

Professional qualification in one or more of the following trades: electrical, mechanical, public health engineering. (A/I)

Knowledge and Experience:

e.g. gained at work or through voluntary activities

Essential criteria

Experience of energy management and good working knowledge of building services systems. (A/I)

Experience of financial management within a large organisation. (A/I)

Knowledge of current energy, sustainability and related legislation, industry best practice and associated issues. (A/I)

Desirable criteria

Experience of developing and implementing energy and sustainability policies for large organisations / existing estates. (A/I)

Experience of working in the Higher Education Sector (A/I)

Leadership and
Service for
Sustainability

Partnership and
Independence

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Skills and Abilities:

e.g. Teaching, report writing or computing

Essential criteria

Ability to work in a complex organisation with multiple internal and external stakeholders, and manage teams of internal parties, external consultants and contractors and project teams. (A/I)

The ability to deliver on target and meet deadlines. (A/I)

Good IT skills with the ability to use Microsoft Office software packages. (A)

Personal Attributes and Qualities:

e.g. Ability to lead or motivate, interpersonal skills, commitment to equality and diversity issues

Essential criteria

Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (I)

Well developed written and verbal communication and interpersonal skills for working across all areas of the University estate. (A/I)

Ability to deal with issues / problems in a friendly and open manner. (A/I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

P = Presentation

R = Research papers

T = Test

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