

Job Title	Energy Manager
Faculty/ School/Department	Estates and Facilities
Grade	MA3
Version number	2
Responsible to:	Environmental Manager

### Job Purpose

The Energy Manager has responsibility for developing and delivering on Birmingham City University's (BCU) approach to utility, energy, and carbon management. The role focuses on improving building energy and water performance, developing and delivering energy and water projects, managing utilities suppliers, and developing and delivering BCU's net zero strategy for achieving whole organisation net zero carbon by 2037/38.

To inform decision making on utility, energy, and carbon issues the Energy Manager will produce well-written and researched briefings and reports for the executive team. The role will also involve developing policies, practices, and projects that are in line with local, national, and global best practice.

The role works within the Estates and Facilities Environmental Team and reports into the Environmental Manager, supporting the delivery of the University's wider environmental agenda and strategy.

### Main activities and responsibilities

1. Lead utility management and carbon emissions reduction activity across our sites, working with colleagues and other stakeholders to embed and realise net zero carbon targets across the organisation, including the development and delivery of the net zero carbon strategy.
2. Lead the monitoring of building energy performance and identify issues that impact on utility consumption, working closely with the BMS Manager to ensure buildings are well-controlled and obtaining regular reports on alterations made to the system. Lead on utilities data capture and sub-metering, energy management system functionality, and ensure that data is exported to other appropriate systems e.g., Power BI.
3. Manage the Energy and Data Officer, working together to improve utilities management, identify utilities savings and improve carbon data capture to support our net zero carbon targets and environmental reporting.
4. Communicate complex data and ideas across the organisation and to board level to inform decision making for the future development of BCU about utilities, energy, and carbon. The role will also advise communications colleagues about energy and carbon reduction communication campaigns and engagements.
5. Develop and support delivery of BCU's approach to embodied carbon calculation and scope 3 emissions, working with the Environmental Team to enhance data capture and calculation methods.

6. Conduct energy audits and desk top data analysis using the energy management system and building management system (BMS), identifying, developing and delivering opportunities to minimise energy and water use and carbon emissions. Use skills and knowledge to prioritise project delivery, collaborating with engineering colleagues to solve energy and water-related problems, develop specifications, project briefs, and tendering documents.
7. Provide technical advice on utilities, energy, and carbon for refurbishment and new build projects.
8. Responsible for writing business cases and calculating the kWh, tCO<sub>2</sub>e and cost/benefits for energy and carbon reduction projects and providing calculations to colleagues for projects with an energy/carbon reduction element.
9. Develop and deliver measurement and verification plans for projects for robust quantification of project benefits. Act as BCU's lead on applications for grant funding.
10. Advise on legislative compliance for utility, energy, and carbon related matters, including horizon scanning for possible legislative changes.
11. Manage the University's responsibilities under the Energy Performance of Buildings Directive including the provision of Display Energy Certificates, Energy Performance Certificates, including managing relationships and compliance with external bodies and partner organisations such as Ofgem for the Renewable Heat Incentive, suppliers for Feed in Tariff claims and the energy management software.
12. Oversight and lead on the short-, medium-, and long-term approach to energy management risk strategy. To be the University's leading specialist on energy management and purchasing, advising and guiding Estates and Facilities technical teams and the University Executive as and when required.
13. Lead on energy and carbon procurement matters including providing advice to the Head of Procurement and executive decision makers about utility procurement.
14. Responsible for managing BCU's relationships with utility suppliers and energy and water related third parties including those that oversee metering infrastructure, data collection, and government agencies. Ensuring changes of tenancy, fiscal metering issues, and invoice queries are resolved in a timely manner.
15. Responsible for managing a multi-million-pound utility budget including regularly reporting to the Assistant Director of Estates and Facilities - Commercial and the Senior Finance Business Partner on position against budget. Apply specialist knowledge and skills to provide energy and water annual budgets, quarterly forecasting, and ad hoc cost and consumption data for specific scenarios. Ensure bills are validated and errors rectified.
16. Responsible for carbon/energy reporting both internally and externally, including for consideration at board level, legislative compliance, HESA EMR, the Annual Environmental Report, and freedom of information requests. The role requires the use of expertise to model potential future costs and consumption, set baseline and targets,

develop benchmarking, and monitor KPIs to assist with executive decision making. The Energy Manager is expected to innovate, improving reporting capabilities using new tools as they become available and collaborate with colleagues across the organisation to improve data driven decision making.

17. Contribute to the maintenance of the University's accreditation to ISO14001:2015 by following energy management best practice, well-documented energy management processes, and participation in the Environmental Committee.

#### **Additional Key Requirements:**

##### **Managing people and resources:**

This post has line management responsibilities, managing an Energy and Data Officer.

The role is responsible for overseeing the work of consultants, and the Administrative Assistant (Development), who assists with aspects of utilities invoicing.

Management of the multi-million pound utilities contracts and specific project budgets.

##### **Communication:**

Must be an effective communicator, using graphs, numbers, and narrative to illustrate complex and technical information to a diverse audience including executive level, students, and external stakeholders.

##### **Teamwork and collaborative working:**

The role has a high degree of autonomy over the planning of work delivery. However, the role is regularly working in collaboration with others including as part of multi-discipline teams. Must be able to build effective working relationships with a diverse range of colleagues.

##### **Initiative, problem solving and decision making:**

Performs a technically specialist role and will often be engaged in solving several complex problems with competing deadlines. The Energy Manager needs to be self-motivated using their own initiative to deliver the targets and objectives agreed with the line manager.

##### **Work environment:**

Be aware of the risk in the workplace and the potential impact on their own work and that of others.

Depending on the area of work, conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.

Ensure that appointed contractors and sub-contractors maintain high health & safety and welfare standards whilst works are in progress.

#### **Person Specification**

Essential criteria:

- Possess an energy engineering/environmental management related degree or other appropriate higher-level qualification in a relevant subject or have relevant experience in a similar role in a large organisation.

- Professional membership of the Energy Institute, CIBSE or another recognised body.
- Understanding of non-domestic building services and how to optimise operation for carbon reduction and energy efficiency.
- Experience of carbon management best practice.
- Understanding of energy and carbon legislation.
- Experience in a large organisation implementing carbon/energy improvements.
- Excellent communication skills with the ability to communicate effectively both verbally and in writing with internal and external stakeholders.
- Experience of communicating about climate change and carbon reduction.
- Highly numerate with excellent IT skills – experience of budgeting, performing energy saving calculations, measuring and verifying energy savings.
- Experience of conducting procurements.
- Experience of writing funding bids and securing external funding opportunities.
- Ability to think strategically and innovate.
- Ability to work under pressure and to tight deadlines.
- Experience of writing compelling business cases and reports.
- Experience of using energy management software and BMS.
- Personal commitment to carbon reduction and energy awareness. Be a positive role model and advocate for low carbon lifestyles.
- Must be able to work as part of a team as well as autonomously.

Desirable criteria:

- Training/qualification in Project Management, such as APM or PRINCE2.
- Knowledge and experience of Salix funding and applications.

### Special requirements

Able to undertake duties at different premises including any University campus as required. Work outside normal office hours to support University operations may be required. As there is a requirement to access all areas of the University Estate the post holder should be able to work in confined areas and at heights.

### Expectations of all staff

#### Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### Equal Opportunities

At Birmingham City University we are proud to be an equal opportunities employer. All staff are expected to understand and enact the University's commitment to ensuring equality, diversity and inclusion in our employment practice and in all that we do. This commitment is enshrined in our Core Values and is detailed in our Equality, Diversity and Inclusion in Employment Policy. The University values and celebrates the diversity of our staff and students; we welcome people from the many different backgrounds and life experiences that reflect the students and the citizens we serve. We are committed to equality of opportunity for all staff and actively encourage unique contributions, in particular from under-represented groups in respect of age, disability, sex, gender or gender identity, ethnicity, race, religion or belief, sexual orientation or transgender status.

**Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

**Health and safety**

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

**Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

**Citizenship**

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.