University of Edinburgh

Job Description: Utilities Manager

1. Job Details

   Job title: Utilities Manager C/E&B/069
   School/Support Department: Estates & Buildings / Support Services Division
   Unit (if applicable): Energy & Sustainability Office
   Line manager: Energy & Sustainability Manager

2. Job Purpose

   • Provide an integrated energy management service through implementation of programmes to meter and monitor consumption of energy and water in each building and develop appropriate costs and carbon reporting mechanisms for the diverse stakeholders and the growing number compliance authorities.
   • Integrate provision of energy awareness training and advice services with development of information and financial reporting to deliver effective waste reduction messages and utilities budget devolution.
   • Lead the Utilities Section team ensuring their activities are managed and directed to deliver on agreed priorities and timetables.

3. Main Responsibilities

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   1. Manage the utilities metering, monitoring and targeting systems to ensure they provide a robust basis for the accurate allocation of utilities consumption and costs to individual buildings. 25%
   2. Oversee all the practical and logistical aspects of the utilities devolution programme and manage the work of the Utilities Analyst in developing secure and consistent mechanisms for allocating utilities consumption and costs to individual cost centres. 20%
   3. Oversee the energy awareness campaigns targeted at the diverse audiences in the University: from senior academics to laboratory technical staff in Colleges and Support Groups; from premises teams to trades staff in Works Division; from manual staff to area supervisors in the wider Estates teams; and of course from the students themselves to their Students Association and Accommodation Services. 15%
   4. Audit buildings with excess energy / water consumption and recommend a rolling programme of projects for investment from the energy efficiency budget; and oversee – in collaboration with Works Division colleagues – consultants and contractors employed to implement improvements. 10%
   5. Oversee preparation of utilities consumption and costs data returns for authorities supervising UK & EU Emissions Trading Schemes, CHP Quality Assurance Scheme and FHE sector reporting mechanisms. 10%
   6. Manage the annual utilities budget of £9.5m in 2006-07 and oversee validation and monitoring of utilities suppliers’ invoices and recharging invoices. 10%
   7. Liaise with colleagues in the Scottish Energy Consortium in preparation of data and documentation for all utilities tenders for the University and participate in selection of suppliers. 5%
   8. Provide guidance and advice to Estates and Buildings staff and the wider University community on energy and carbon management to ensure compliance with the growing body of EU and UK legislation and explore new energy efficient technology options and renewable energy sources. 5%

4. Planning and Organising

   • Prepare annual strategy and budget requirements for utilities management 6 – 9 months in advance.
   • Prepare annual consumption and costs budgets for Colleges and Support groups, and eventually cost centres, 6 months in advance.
   • Plan utilities procurement strategies 6 – 9 months in advance.
5. Problem Solving
- Undertake energy surveys and audits to identify opportunities for reduction of utilities consumption.
- Predict and forecast utilities budget costs based on current usage and market intelligence and monitor actual consumptions and costs against projections.
- Investigate unusual utilities consumption patterns highlighted by the metering, monitoring and targeting system and develop solutions to reduce utilities consumption.
- Liaise with HR Department in order to resolve staffing issues including recruitment, absence management, training and disciplinary matters.

6. Decision Making
- Manage Utilities Section staff and resources to ensure utilities programme targets & timetables are met.
- Recommend prioritisation of energy efficiency projects for the rolling investment programme.
- Identify all necessary utilities tender stage documentation and manage the process leading to recommendation of a supplier who will give value for money.

7. Key Contacts / Relationships
- Liaise with Estates and Buildings staff and the wider University community on all aspects of utilities and carbon management practices as a whole.
- Liaise with Estates and Buildings colleagues, with Accommodation Services staff and academic staff and students to continually improve energy performance in the Universities estate.
- Liaise with consultants and contractors employed by the University for energy efficiency projects.
- Manage the relationship with utility suppliers from procurement through to ongoing contractual issues.

8. Knowledge, Skills and Experience Needed for the Job
- Educated to degree level or equivalent in energy / engineering management with 5-7 years experience ideally in a large multi-site, multi-departmental organisation.
- Good understanding of energy management technologies and techniques, and related legislation.
- Must have a sound knowledge and experience of building services engineering, monitoring and targeting systems, energy surveys, project management, Emissions Trading Schemes, and CHPQA procedures.
- Experience in budget setting and management, staff management, planning and strategies.
- Experience in managing and monitoring external contractors, reporting utilities and carbon data, training and engaging staff and students in energy efficiency opportunities.
- High level of verbal, written and numeric skills.
- Must be computer literate with a sound knowledge of spreadsheet and database packages.

9. Dimensions
- Line management for Assistant Utilities Manager, Utilities Analyst and Utilities Assistant.
- Manage the Utilities Budget of £9.5m in 2006-07.
- Customers – All University staff (Professional and Technical) and students.

10. Job Context and any other relevant information
- Operating in a changing environments and complex technical field.
- Has to deal with issues that have a risk of both positive and negative public relations problems.