University of Edinburgh

Job Description: Energy & Sustainability Manager

1. Job Details
   Job title: Energy & Sustainability Manager C/E&B/062
   Department: Estates & Buildings / Support Services Division
   Unit: Energy & Sustainability Office
   Line Manager: Assistant Director of Estates & Buildings, (Support Services)

2. Job Purpose
   Provide strategic direction and promote to senior managers opportunities for the University to embrace all aspects of sustainable development including energy efficiency, waste reduction, transportation and sustainable construction all within the context of the University’s Sustainability Policy adopted in 2000.

3. Main Responsibilities
   Approx. % of time
   1. Lead the Energy & Sustainability Office team ensuring the diverse activities on utilities, waste and transport are managed and directed to meet senior management priorities and timetables. Advise Director of Estates & Buildings / Central Management Group of potential business risks associated with emerging environmental and sustainability legislation and recommend solutions. 25%
   2. Lead the development and implementation of policies and practices – in Estates and the wider University community – to reduce utilities consumption and costs and cut emissions / other environmental impacts. Direct the utilities devolution and energy awareness programmes ensuring the senior management objectives are delivered within agreed timeframes. 20%
   3. Consult with regulatory bodies and others to ensure appropriate guidance and Codes of Practice are prepared and disseminated that clearly specify roles and responsibilities for waste and environmental management and for University vehicles and transport management. 15%
   4. Oversee a rolling audit of energy efficiency opportunities to establish a programme of projects and evaluate which should be prioritised each year for investment of 5% of Utilities budget. 10%
   5. Formulate and oversee implementation of the University’s integrated travel plan and parking management programmes to meet increasingly onerous requirements from local authorities. 10%
   6. Establish a register of environmental legislation and of environmental impacts of the University’s activities. Plan mitigating projects and advise all Heads of College and Heads of Schools of responsibilities under an evolving environmental / sustainability management system. 5%
   7. Develop management systems and procedures to ensure that optimum benefit is gained from the operation of the combined heat & power projects through the UoE Utilities Company Ltd. 5%
   8. Identify opportunities for sustainability and environmental improvements in the University’s £100m capital building programme in liaison with Estates Development Managers. 5%
   9. Develop a sustainable construction strategy for high performance, low impact buildings and direct University staff and external design teams in delivering improvements. 5%

4. Planning and Organising
   - The post-holder has a strategic role that requires long-term advanced planning and foresight. While much of the utilities management and energy efficiency programme is cyclic in nature – with annual or triennial contract rounds – the other aspects of the role require planning 1, 2 or 3 years ahead.
   - Monitoring European and UK legislation, tracking current and emerging technical and management options for improving performance and transposing this into the context of this University means planning 1-2 years ahead.
   - This research is self-motivated with support drawn from a wide range of technical, institutional and professional information sources – together with a network of colleagues in other UK Universities.
   - Responsible for direction of Sustainability & Environmental Advisory Group, chaired by a Vice-Principal. Plan priorities for SEAG and report on progress against Corporate Strategies and Sustainability Policy.
   - Ensure sustainability management principles are mainstreamed in Estates and Buildings and Corporate Services Group strategies and procedures.
5. Problem Solving
- Required to identify and pre-empt problems that will face the University in the development and the maintenance of the Estate due to new environmental and corporate social responsibility legislation.
- Responsible for identifying ways to minimise estates costs through Whole Life Costing etc.
- Initiate monitoring of legislation and keep abreast of best practice in comparable large estates to ensure that appropriate solutions are identified that can be implemented in the University context.

6. Decision Making
- Responsible for operational plans and budget for the Energy & Sustainability Office and Transport Office.
- Responsible for utilities procurement process – supported by Utilities Manager, Director of Procurement and HE bodies such as The Energy Consortium – and recommend suppliers to the Director of Estates.
- Self-directed in the key lead responsibility for raising awareness among the University – including among senior management – of the potential impact of the emerging sustainable development imperatives, whether from emerging legislation or best practice in corporate social responsibility.

7. Key Contacts / Relationships
- Represent the University on external bodies in the area of sustainability management.
- Advise Director of Estates & Buildings on wide range of issues associated with Sustainability
- Participate in the senior management team within Support Services Division to ensure integration of Sustainability priorities in the delivery of all soft services programmes.
- Communicate directly with all Estates & Buildings staff to raise awareness of sustainability issues and develop and oversee distribution of guidance and advice to a wide range of staff in the Schools and Colleges on utilities and waste management and sustainable travel options.
- Liaise directly with senior managers in Accommodation Services on utilities, waste and travel issues.
- Consult with university client representatives and direct with external professional design teams, appointed contractors / sub-contractors to ensure they meet sustainable construction specifications.
- Maintain regular contact with officials within the regulatory bodies such as Scottish Environment Protection Agency to ensure their evolving best practices are disseminated across the University.
- Oversee procurement and subsequent monitoring of waste & environmental services providers.

8. Knowledge, Skills and Experience Needed for the Job
- Educated to degree level with professional qualifications in an estates related discipline; preferably with an additional qualification in energy or environmental matters.
- Considerable professional experience gained over at least ten years operating at a senior level of management in the private or public sector – leading on energy and environmental issues.
- Experience of managing change in an organisation, developing and implementing effective strategies.
- Self-motivating, able to work on own initiative and liaise effectively with managers and professional staff in many disciplines throughout the University and professionals beyond in the wider community.
- High level of communications skills – including preparation / editing of reports for senior management – is essential, plus marketing and delivery of training modules on specialist subjects.

9. Dimensions
- Responsible for the work of Utilities Manager, Waste & Environment Manager, Transport Manager and four other staff in Energy & Sustainability Office plus three recycling and operatives. [7 total]
- Responsible for Transport Office comprising Transport Officer, three support and six other staff. [10 total]
- Responsible for preparation and monitoring of the £10million+ Utilities, Waste & Transport budgets.
- Responsible for developing corporate environmental and sustainability policies and strategies.
- Act as ambassador within the University and College sector promoting and disseminating best practice.
- Customers include senior managers and other staff and students within the University and senior colleagues in national and local agencies and other institutions and associated bodies.

10. Job Context and any other relevant information
- Professional role delivering innovative solutions and change to ensure capacity for continuance.