

Job Description:
Energy Performance Analyst

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| Function: | Energy & Sustainability |
| Job:  | Energy Performance Analyst |
| Position:  | **Energy Performance Analyst** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Ian Gibbs (Energy Manager) |
| Additional reporting line to: |  |
| Position location: | Flexible (ideally Leeds) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * This exciting role involves working on a Government Services contract to support decision making that will reduce utilities consumption and costs across the client’s estate. The role involves managing data and providing analysis that will lower the cost and environmental impact of operating the client’s extensive property portfolio, improve the performance and allow the client to meet their strategic estate objectives including Greening Government Commitments and targets.
* This is an exciting opportunity to work within a dynamic account team alongside Energy and Sustainability Managers to drive energy and sustainability improvements on a large and publicly visible portfolio.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Analysis of a property portfolio of ~750 buildings across the UK, with overall utilities budget of ~£28 million
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Provide utilities analysis and sustainability reporting services directly to our clients in accordance with our contractual obligations
* Support the Supplier’s energy and sustainability managers with energy analytics to enable identification of energy saving opportunities, identify energy wastage and direct targeted energy audits and surveys
* Work closely with the Supplier’s suppliers, particularly the energy bureau contractor
* Monitor and analyse half hourly data from energy reporting platforms
* Assist with completing legal compliance reporting such as CRC and manage utility information to meet legal compliance requirements such as Display Energy Certificates
* Linking utility performance with asset management, projects and operational use of the buildings
* Manage large volumes of complex data from multiple sources and in differing formats
* Interpretation of data findings into presentable insightful information that will improve the portfolio’s environmental and estate performance.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Understand client strategy, objectives and tactical requirements and how these inform the focus of business intelligence activity
* Provide management information reports including utilities, and sustainability performance and financial metrics and interpret into meaningful analysis
* Benchmark data to provide intelligence on the performance of buildings and equipment
* Gather and monitor building information to assist with compliance (contractual and legal)
* Communications and reporting to contractors, relating to energy and sustainability performance and improvements
* Training of clients and building users on how to read/use their energy data.
* Manage and coordinate Display Energy Certificate Register
* Manage and coordinate utilities queries
* Use reporting tools as defined in DWP’s Monitoring & Targeting Policy
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Delivery of accurate monthly information reports to the client and on time
* Accurate storage of data and information within systems and databases
* Every property to have a relevant energy performance certificate or display energy certificate
* Support with reducing the cost and environmental impact of operating the portfolio
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential:* Energy management and carbon reporting
* Ability to deal with complex high-volume data
* Excellent planning and organisational skills
* Naturally inquisitive
* Ability to work across functions and with client and suppliers to achieve outcomes
* Graduate degree or equivalent in relevant subject (Science, Mathematics, Engineering or Environmental Management)
* Ability to analyse large amounts of data from various data sets efficiently and accurately
* Ability to represent results of data analysis in clear and concise formats (visual and tabular)
* Ability to understand clients’ requirements and make reports relevant
* Ability to analyse results and identify areas of focus for demand and cost reduction
* Ability to present analysis and reports at all levels of seniority
* Ability to discuss and resolve issues (e.g. gaps in data) in collaboration with others
* Ability to work both with others as part of a team and also independently
* Takes accountability and responsibility for delivering accurate analyses and reports
* Excellent knowledge of MS Office Excel
* Competent with other MS Office programs (Word, PowerPoint, Outlook, Power BI).

Desirable:* DEC and/or EPC experience
* Experience of energy procurement, the energy market, utilities management
* Experience of working with or for a Facilities Management organisation
* Good influencing skills
* Good communication skills
* Experience of CAFM / CMMS systems
* Experience of the Government Services sector
* Experience of Visual Basic programming
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Employee Engagement
 | * Growth, Client & Customer Satisfaction / Quality of Services provided
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| * Brand Notoriety
 | * Change and Innovation
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| * Rigorous management of results
 | * Employee Engagement
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Rebecca Vowles |

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