Job Description:   
Energy Manager

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| Function: | | | | Government and Agencies Segment, Managing Agent business | | | | | | | | |
| Position: | | | | Energy Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Energy and Sustainability Manager | | | | | | | | |
| Additional reporting line to: | | | | Head of Energy and Sustainability Services, Service Operations | | | | | | | | |
| Position location: | | | | Flexible / Leeds office | | | | | | | | |
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| 2. Purpose of the job – State concisely the aim of the job. | | | | | | | | | | | | |
| This exciting role involves working on a new Government Services contract providing the technical strategy to reduce the utilities spend (~£28 million per annum) on a large, varied office estate comprising of over 750 properties.  The role will involve providing technical analysis, interpreting data, identifying projects and providing robust business cases to lower the cost and environmental impact of operating the client’s extensive property portfolio. The aim of the role is to improve performance and support the client to meet their strategic estate objectives including Greening Government Commitments and internal targets.  This is an exciting opportunity to work within a dynamic account team alongside Energy and Sustainability professionals to drive Energy and Sustainability improvements on a large and publicly visible portfolio. In this role you will be the Subject Matter Expert, focused on reducing the cost to operate the estate, bringing innovation and providing technical leadership. | | | | | | | | | | | | |
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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 FY16: |  | | EBIT growth: | |  | Growth type: | n/a | Outsourcing rate: | n/a |  |  | |
| EBIT margin: | |  |
| Net income growth: | |  | Outsourcing growth rate: | n/a |  |  | |
| Cash conversion: | |  |
| Characteristics | | * Energy and Sustainability Team headcount of 3 * Management of a property portfolio of ~750 buildings across the UK * Manage 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. |
| * Oversight and proactive management of consumption across the estate to achieve greenhouse gas and water reductions on line with the Greening Government Commitments (GGC) and Client internal targets * Manging the Carbon Reduction Commitment (CRC) budgetary risk for the Client * Influencing stakeholders to drive improvements. This will involve working closely with both the client’s and Sodexo’s suppliers, particularly the energy bureau contractor and facilities management contractor. * Driving innovation and industry best practice including development of BMS remote monitoring and control solution for applicable buildings and providing technical input into estate wide design standards. * Maintaining knowledge of current and emerging energy regulation and managing data appropriately to ensure the estate is compliant. * Link utility performance with asset management, projects, estates information and operational use of the buildings to provide robust strategic business cases. * 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. |
| * Provide the technical leadership for the account on all energy related matters, liaising and advising the client, internal estates, projects and asset teams and sub-contractors * Ensure the energy related legal compliance across the estate including EPC’s, DEC’s and TM44 production * Provide technical input into estate wide design standards * Translate energy related technical requirements to surveyors, survey and project teams * Support development and ensure timely completion of our Energy Management Plan * Understand and support development of client strategy, objectives and tactical requirements and how these inform the focus of business intelligence activity. * Review and manage the delivery of the client’s monthly management information report including utilities, and sustainability performance and financial metrics. * Work closely with Sodexo’s Energy Performance Analyst, using insight from building and utilities data to identify energy saving opportunities, energy wastage and direct targeted energy audits and surveys. * To provide technical engineering support and implementation to our client relating to energy efficiency as part of asset lifecycle, projects and estates strategy. * Provide detailed professional and technical advice regarding the operation and maintenance of the energy consuming infrastructure to deliver optimal carbon and energy efficiency, including boilers, chillers, HVAC systems, lighting etc. * Develop supplier relationships to manage delivery of energy improvements and report on progress made. * Monitor emerging energy related legal compliance and update the legal register and stakeholders as appropriate. * Communications and reporting to contractors, relating to energy and sustainability performance and improvements. * Energy audits in line with ISO 50002 Energy Auditing Standard requirements. * Carry out audits of installed energy-efficiency and carbon reduction schemes to assess their performance and identify improvements for future schemes. * Provide detailed reports for proposed energy and water reduction initiatives, including payback periods and estimated and delivered carbon savings. * Assess the Maximum Demand (MD) and Available Capacities (AC) across the estate and advise on appropriate levels * Support maintenance, technical and minor works staff in all aspects of installing and maintaining energy efficient technologies. * Identify and support with the management of energy projects to ensure returns on investment and agreed savings are delivered. * Proactively contribute to the sharing of experience and expertise across our accounts. |

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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. * Delivery of an Energy Management Plan to the client on time. * Completion of agreed tasks within the Energy Management Plan on time. * Accurate storage of data and information within systems and databases. * Ensure every property has the relevant Energy Performance Certificate and or Display Energy Certificate. * Report on obligatory compliance i.e. Minimum Energy Efficiency standards (MEES), ESOS, CRC etc * Support with reducing the cost and environmental impact of operating the portfolio. * Innovation and energy saving opportunities. * High client satisfaction. * Energy bureau supplier contract. |

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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:   * Degree and/or post graduate degree in a relevant subject or equivalent qualification by experience, for example engineering (e.g. building services, mechanical engineering, energy engineering). * Professional membership of relevant institution (e.g. CIBSE, Energy Institute etc.). * Minimum of 5 years’ experience in the building energy management industry. * Understanding of legislative requirements, including CRC, ESOS, DECs, MEES. * Experience of Energy Management Systems (ISO 50001). * Strong customer relationship skills. * Financial and business awareness. * Ability to undertake on-site and desk-top assessments to identify utility savings. * Ability to write recommendation reports to suit varying audiences (technical and non-technical). * Awareness of carbon accounting and energy auditing methodologies e.g. ISO 50002, CIBSE TM22, PAS2050). * Ability to work as part of a team and also independently. * Takes accountability and responsibility for delivering required results. * Competent with MS Office (Word, Excel, PowerPoint, Outlook).   Desirable:   * Previous engineering experience in an operational maintenance role in a large estate setting with a proven track record of optimising energy and water efficiency. * Experience/knowledge of Building (Energy) Management Systems (BMS or BEMS). * CIBSE Low Carbon Consultant or Assessor. * DEC assessor, ESOS and/or BREEAM assessor. * Experience of on-site generation optimisation (CHP, Stand-by, alternative onsite). * Familiarity with finance incentives (e.g. Feed in Tariff) and other generation initiatives. * Financial business case development (MACC, OPEX, CAPEX, NPV). * 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 |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Employee Engagement * Brand Notoriety * Rigorous management of results * Growth, Client & Customer Satisfaction / Quality of Services provided * Change and Innovation |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
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