

Energy & Environment Manager



**CITY UNIVERSITY
LONDON**

Leadership and
Service for
Sustainability

Introduction

This is the job description for the role of Energy and Environment Manager at City University London from January 2010.

Partnership and
Independence

Role Profile

Post: Energy and Environmental Manager

Department: Property & Facilities

Grade: 8

Tenure: Permanent, Full time

Responsible to: Deputy Director (Property)

Responsible for: Environmental Officer

Commitment
and Creativity

Background information

Energy and Environmental Manager

Established as a higher education institution with full university status in the mid 1960s, City University is based in the heart of London, close to the City of London with which it has special links. City's Chancellor is the Lord Mayor of London and our degree ceremonies are held at the historic Guildhall.

City traces its origins back to 1894 when the Northampton Institute was founded. Since taking the name of The City University in 1966 the University has expanded considerably in both size and subject range. It has developed into an innovative, forward-looking centre of excellence, City traces its origins back to 1894 when the Northampton Institute was founded. Since taking the name of The City University in 1966 the University has expanded considerably in both size

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and subject range. It has developed into an innovative, forward-looking centre of excellence, with a well-deserved reputation in professional and business education and research. Business and health-related studies now each account for one third of the University's overall activity and in August 2001, The City Law School, Engineering, Informatics, Social Sciences and Arts comprise the other elements of the University's academic portfolio.

City is highly postgraduate, highly international and strongly focused in terms of applied learning relevant to the professions, and conducting research that is relevant to the industries with which we work, with a passionate commitment to quality.

City's new Strategic Plan commits us to some ambitious targets – in turnover, student numbers, research activity and income, international collaboration and alliances, and student and staff support. The plan is for City to maintain its focus, to keep building on its strengths and to move quickly to seize appropriate opportunities as they arise.

Property and Facilities is now working to a Masterplan to guide all future development, requiring a high calibre Energy and Environmental Manager reporting directly to the Deputy Director (Property).

This is an exciting opportunity to join one of the most progressive and dynamic teams within City University in a step change towards the estate of the future.

Central Services Department

City has positioned itself as 'the University for Business and the Professions' and has sought to make the most of its statutory, academic and historical relationship with the City of London. It has success in tapping into distinctive postgraduate and international student full-fee paying markets.

Property and Facilities is part of the Central Services Department, which aims to deliver high quality student, corporate and administrative services to students and staff of the University.

The Central Services Department comprises:

- Finance;
- Commercial Department;
- Property and Facilities;
- Development and Alumni;
- Information Services;
- Marketing and Recruitment;
- Services for Students;
- Human Resources.

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The role of Property and Facilities is to:

Deliver a diverse range of services to staff, students and visitors to the University, including:

- Capital Projects;
- Maintenance;
- Energy and the Environment;
- Space Management;
- Facilities;
- Events Management Service;
- Timetabling;
- Business Continuity Management;
- Security Services.

Property and Facilities is working to a campus-wide Masterplan. This signals the start of an exciting period of transformation of the estate.

City University Estate Masterplan:

The estate consists of a diverse range of buildings ranging from Grade II listed to recently completed new build projects. The Masterplan is likely to require a mixture of major refurbishment, significant new build and substantial infrastructure investment within a confined campus envelope. This work is based on our approved Estate Strategy and the draft planning brief has been approved by Islington Council.

The Property Team has responsibility to keep existing premises functioning properly throughout any redevelopment and the Masterplan works will present both challenges and opportunities to rethink the way in which the University operates. Our new projects carry the highest aspirations towards reducing emissions, energy consumption and contributing positively to the environment.

Main responsibilities of the Job

- To manage the use of energy within systems under the remit of City University Property Department.
- To manage the development and implementation of the University's Environmental Policy and aims for an environmentally sustainable estate.
- To manage the work of the Environmental Officer

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Main duties

1: Develop and implement an Energy Strategy for the University:

- To be responsible for the implementation and update of the approved Energy Strategy, to keep it under regular review and report on implementation progress and any changes required.
- To ensure compliance with all appropriate legislative requirements through the development and implementation of the strategy.
- To work closely with the University Purchasing Department to procure utilities contracts effectively.

2: Assessment and monitoring of energy management status:

- To identify metrics across the estate that will best indicate City University's energy management status, and include these in regular reporting to the Deputy Director (Property) and Senior officers/committees.

3: Energy use analysis:

- Carry out energy demand analysis across the estate; identify and implement any measures required to develop a good understanding of City University's energy use profile.
- Analyse energy tariffs and billing arrangements and put in place arrangements to optimise City University's commercial position by working closely with the Purchasing department.

4: Develop and Implement an Environmental Policy for the University:

- Develop policies and procedures to enable the University to fulfil its Environmental Policy and achieve continual improvement in environmental performance.
- Monitor and audit environmental performance, ensuring compliance with relevant legislation and striving for continuous performance improvement.
- Develop and implement an awareness plan on environmental issues in collaboration with departmental Environmental Champions
- Develop and implement a waste management strategy in collaboration with facilities management staff
- To identify metrics across the Estate that will best indicate City University's Environment management status and to include these in regular reporting to the Deputy Director (Property) and Senior Officers/committees.
- Develop, implement and review the University Travel Plan.

5: Capital and Long Term Maintenance investment:

- To act as stakeholder for the promotion of an energy-conscious approach to the development of all capital works programmes.

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- To develop and contribute to the development of Property Department standard documentation including specifications and procedures so that energy management is encapsulated within generic requirements.
- To be proactively involved in the development, procurement, implementation and commissioning of works projects.
- To contribute to the development and implementation of the Long Term Maintenance (LTM) Programme in conjunction with the Property Operations Manager and Lead Maintenance Manager.

6: Operational issues:

- To keep regular checks on the safe condition and operational efficiency of monitoring/recording devices and other aspects of the engineering systems that affect energy use, and to bring to the attention of the relevant P&F manager any remedial works required.
- To develop and implement a BMS strategy and to liaise with the engineering section and the term maintenance contractor with regard to settings within the BMS and other systems.
- To ensure that energy/utility accounts are properly managed and auditable.
- Identify potential threats to continuity of supply and advise on mitigation measures.

7: General:

- To provide energy advice on behalf of the Property department; keep up to date with legislative change and best practice within the industry; and assist in the training and education of others within the department.
- Undertake or manage periodic inspections of the estate so as to ensure the adequacy of condition data held by the University in relation to energy matters.
- In conjunction with other P&F managers, to liaise with the Local Authority and other statutory bodies as required for all energy matters.
- To develop and maintain a comprehensive understanding of the estate.
- To liaise with other Schools and Departments with regard to any energy management systems under their responsibility to ensure that any interface with Property Department is properly managed.
- To be proactive in identifying improvements in both service provision and information.
- To undertake any related additional duties as reasonably required by the Deputy Director (Property).

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Additional Information

The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement

The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times

The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act

The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University

Sustainable Development

The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community. This is promoted via The Forum for the Future – Higher Education Project. Details of policy, information and the staff development supporting the policy on the environment will be promoted through the website and various University communication channels.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the University.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

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