



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** Energy and Carbon Manager

**Post number:** ESXXXX

**Reports to:** Head of Sustainability

**Department:** Estate and Facilities Management

**Location:** Exion 27 Building

**Grade:** 7

### **Purpose of the role**

The Energy and Carbon Manager leads the development and implementation of the carbon management plan, identifying and setting the standards for carbon reduction projects and initiatives. They will work in partnership with the Head of Procurement for the purchasing of energy and utilities.

The Sustainability Team, part of Estate and Facilities Management (E&FM) leads the delivery of the University of Brighton's sustainability: strategy, objectives and projects. This includes engaging with students and staff in all matters of sustainability.

### **Main areas of responsibility:**

- Manage development and implementation of the university's Carbon Management Plan (CMP) providing specialist technical advice and recommendations in meeting the university's carbon reduction targets.
- Support the Head of Sustainability with developing a strategy for reaching net zero carbon emissions. Manage the delivery of the strategy, highlighting and reporting when targets and milestones have been achieved.
- Identify opportunities for carbon reduction projects and provide technical and carbon management. Develop business cases and lifecycle costings, with data and information collated by the Energy & Sustainability Analyst.
- Analyse, monitor and report on energy and carbon expenditure (using BMS and AMR systems), identifying and investigating trends in energy use, highlighting issues regarding poor performing buildings and recommending actions, as necessary.

- Ensure that BMS strategies and installations on all new build and refurbishment projects and their commissioning are specified and delivered. This must be in accordance with the university's requirements to help deliver the targets set out in the Carbon Management Plan.
- Lead utilities and energy purchasing in partnership with the university's Procurement Services team. Analyse available market intelligence and forecasts, together with technical and legislative developments and advise on the most favourable purchasing arrangements and strategies.
- Ensure the accuracy of utility and energy billing using the Automatic Meter Reading data, and ensure that new utility supplies are added to the university's portfolio where appropriate
- In conjunction with colleagues in the Sustainability Team and EFM, develop energy, carbon and water specifications for construction and refurbishment, M&E and other equipment across the university, and contribute towards the development of other technical policy statements.
- Liaise with other sections of the Estate & Facilities Management department and the wider university community and provide energy and carbon engineering technical support as necessary to ensure the successful implementation of the CMP.
- Prepare and present energy & utility data to the Sustainability Governance Board and other stakeholders. Prepare data for use in presentations and reports by others.

#### **General responsibilities**

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the General Data Protection Regulations.

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience, and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		A, I, E
<b>Knowledge</b>	• Able to demonstrate knowledge of operational sustainability impacts and management of these for a large estate.	A, I
	• Technical knowledge of building infrastructure, the operational and maintenance opportunities to optimise carbon and energy efficiency (e.g., boilers, chillers, HVAC, lighting, etc.)	A, I
	• Up to date knowledge and understanding of government strategy and current and pending environmental legislation, and best practice in carbon management.	I
	• Comprehensive knowledge of carbon management/ net zero	A
	• Working knowledge of Building Management Systems and setting operating strategies and principles.	A
	• Able to prioritise time and resources to meet workload.	
	• Communication skills including the ability to convey complex information engagingly and persuade a wide range of stakeholders at all levels of the university and build up strong relationships and networks.	A, I
	• Able to generate innovative ideas and seize opportunities presented by wider change processes.	I
<b>Qualifications</b>	• A degree in energy management or similar, or considerable experience in energy management.	A
	• Evidence of relevant ongoing CPD (Continuing Professional Development) training (with particular focus on energy and/or carbon management, legislation, and communication).	A
	• Membership of a professional body (e.g., CIBSE (Chartered Institute of Building Services Engineers))	A
<b>Experience</b>	• Experience in a similar role working in / advising a complex organisation and successfully embedding energy and carbon initiatives and best practices into their activities.	A, I
	• Experience writing policy and guidance documents and audit and inspection programmes.	A, I
	• Project management including management of consultants/ partners/ suppliers.	A
	• Experience of working within a large organisation with many different stakeholder groups.	A
	• Experience of developing a carbon management plan and overseeing its implementation.	A, I
	• Experience of negotiating and purchasing energy and utility contracts	A, I
	• Experience in developing constructing and refurbishment principles to support the delivery of a carbon management plan.	A, I

	<ul style="list-style-type: none"> <li>Proven track record of influencing long-term investment and projects using data and technical knowledge.</li> </ul>	
<b>Technical/work-based skills</b>	<ul style="list-style-type: none"> <li>Proficient computer skills, including the ability to provide reports, carry out complex and accurate data analysis, produce presentation material and copy for communication channels, etc.</li> </ul>	<b>A, I, E</b>
<b>Other requirements</b>	N/A	
<b>Desirable</b>	N/A	

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a full-time permanent post.
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days

- More information about sustainability at the University can be found [here](#)
- Read the University's 2016 - 2021 Strategy
- The University has an attractive range of benefits and you can find more information about them on our website