



University of Brighton

JOB DESCRIPTION

Job title: Sustainability and Energy Analyst

Post number: ESXXXX

Reports to: Energy and Carbon Manager

Department: Estate and Facilities Management

Location: Exion 27 Building

Grade: 5

Purpose of the role

The Sustainability and Energy Analyst's primary focus will be to significantly contribute towards the university's carbon reduction target, as well as waste reduction, recycling and sustainable travel targets. The role holder plays a vital role in understanding and presenting data underpinning decisions for the Sustainability Team across carbon, energy, waste and travel. They will use the relevant data to identify and assist in the delivery of carbon reduction, waste and travel projects, and monitor progress towards our targets in these areas, supported and lead by colleagues in the Sustainability Team. Sustainability is one of the University of Brighton's four core values (as outlined in the University Strategy 2016-2021), along with inclusivity, creativity and partnership. 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:

- Monitor and analyse data from the Automatic Meter Reading (AMR) system, identifying and investigating trends in energy use and opportunities for energy reduction.
- Identify potential carbon reduction projects, carry out feasibility studies and develop business cases.
- Monitor and report on energy consumption and carbon emissions following project implementation across E&FM or wider university projects.
- Monitor and report on energy and carbon expenditure, highlighting issues regarding poor performing buildings and recommending actions as necessary.
- Prepare and present energy data to the Sustainability Governance Board (the University's steering committee for operational sustainability) and other stakeholders and prepare data for use in presentations and reports by others in the Sustainability Team.

- Provide energy consumption, carbon reduction data and technical advice for the university's carbon reduction behaviour change programme, 'c-change';
- Compile:
 - a. Electricity / gas / carbon / water etc. consumption records for the annual Estates Management Record (EMR) submission to the Higher Education Statistics Agency (HESA).
 - b. Submissions associated with Feed in Tariff (FiTs), Combined Heat & Power Quality Assurance Programme (CHPQA), Renewable Heat Incentives (RHI) and other applications when required.
- Assist with the analysis and presentation of the University's annual travel survey data, to identify trends, highlight areas of development to the sustainability team and monitor progress towards our travel targets.
- Assist with the analysis and understanding of university waste data to monitor progress towards our waste and recycling targets.
- Assist in the development and implementation of the university's Environmental Management System (EMS)
- Provide general administrative support to the Sustainability Team, by maintaining records and supporting other EFM activities as required.

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
Knowledge, skills and abilities	<p>Understanding of:</p> <ul style="list-style-type: none"> ○ energy and utilities management within a large multi-site property portfolio; ○ Automatic Meter Reading (AMR) systems, power measurement and submetering; ○ carbon reduction technologies. <ul style="list-style-type: none"> • Effective time management skills to be able to plan and prioritise workload and team resources effectively with minimal supervision and use initiative to solve problems. • Attention to detail and communication skills to be able to present complex analysis/information clearly and concisely to a wide audience. • Ability to collect and collate facts, figures and opinions, identifying gaps, patterns and trends. • Committed and passionate about sustainability issues and able to inspire and persuade others. 	<p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Qualifications	<ul style="list-style-type: none"> • A degree in electrical, mechanical, energy or environmental engineering, or other relevant discipline, or an equivalent level of knowledge and analytical skills gained through experience at a similar level. 	A
Experience	<ul style="list-style-type: none"> • Experience in monitoring and analysing data from AMR systems, and reporting on energy and carbon expenditure; • Experience in identifying, carrying out feasibility studies and developing business cases for carbon reduction projects; • Experience in data analysis to identify trends, monitor targets and inform target setting • Track record in communicating complex information to a variety of different audiences. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Technical / work based skills	<ul style="list-style-type: none"> • Excellent IT skills and knowledge and competence in Microsoft Office software including advanced knowledge of Excel in order to: <ul style="list-style-type: none"> • carry out accurate and in-depth data analysis, • produce reports and feasibility studies • carry out complex and accurate data analysis • produce presentation material and copy for communications 	A, I, E
Desirable	<ul style="list-style-type: none"> • Evidence of relevant ongoing CPD training (with particular focus on carbon management). • Familiarity with SharePoint file management. 	<p>A</p> <p>A, I</p>

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 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](#)

Date: September 2020