

Post/Job Title:	Energy and Decarbonisation Manager
Ref:	752/030197
Faculty/Professional Service:	Estates and Facilities
Group/Section:	Sustainability and Workplace
Location including building	Talbot Campus
Normal Hours per week:	1.0 FTE (some flexibility will be required to ensure key timescales and deadlines are met)
Grade:	7
Accountable to:	Head of Sustainability & Workplace
Accountable for:	Managing energy and water consumption and carbon emissions to deliver cost, utility and carbon savings and meet BU Strategy aims.

Job Purpose

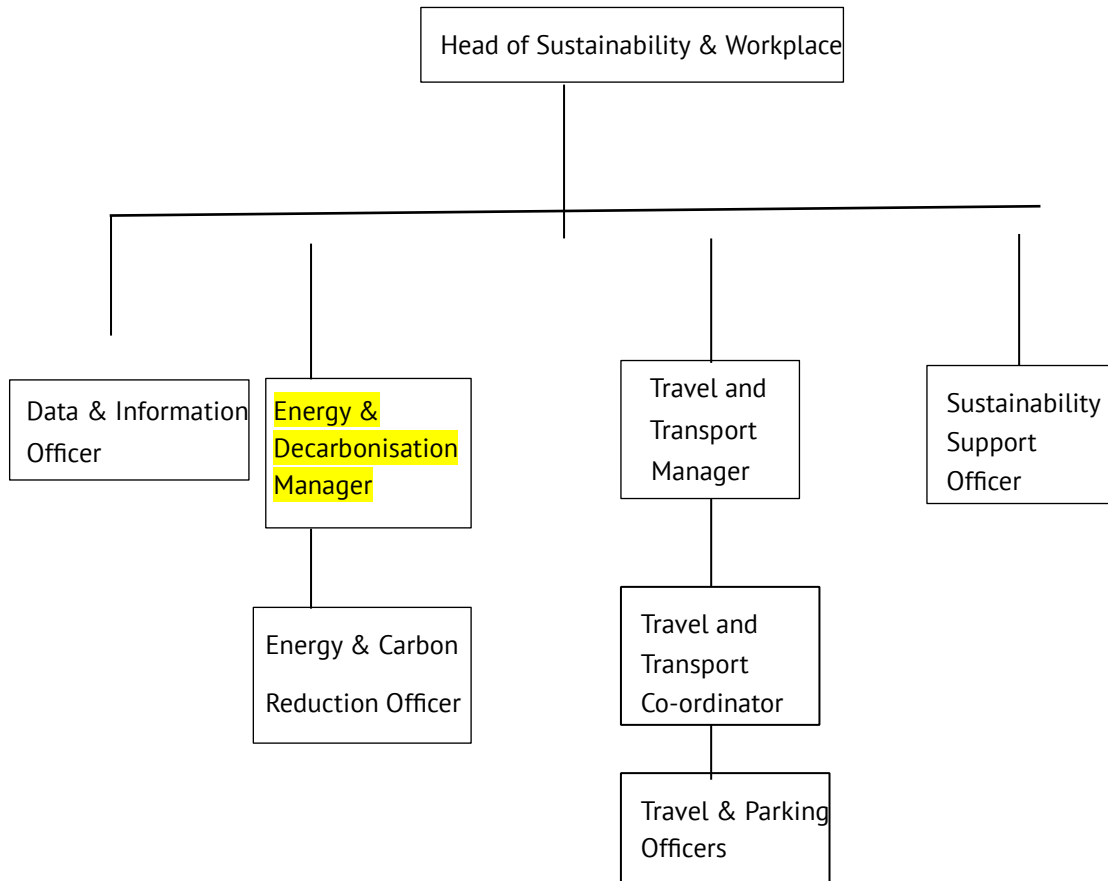
The Energy and Decarbonisation Manager is responsible for leading and managing utility (energy and water) consumption and the delivery of the Carbon Management Plan known as the BU Climate and Ecological Crisis Action Plan (CECAP) 50% reduction target by 2030/31. The Manager will be responsible for implementing policies, procedures and systems to effectively manage utility costs and use, and that form part of BU's Environmental and Energy Management Systems. The Manger is also responsible for initiating technical and behaviour change projects, monitoring the progress and delivery of projects and the realisation of benefits. The Manager will manage the Energy and Water team and is responsible for a combined revenue and capital budget of c. £3m per year.

Main Responsibilities

- Lead the strategy for managing utilities and carbon emissions to ensure BU meets budget, energy, water and carbon targets.
- Lead and manage the Energy and Water team to deliver strategic objectives in line with BU2035.
- Manage the BU Environment and Energy Management System certified to ISO14001 to ensure compliance with all compliance obligations and reporting and manage energy and water building audit programme to identify opportunities for cost and utility saving projects.
- Lead all aspects of the Carbon Management Plan, project governance, implementation and risks and opportunities, including delivery of technical and behaviour change projects and realisation of benefits that cover Scope 1, 2 & 3 emissions.
- Lead the implementation of a programme for investment in low and zero carbon technologies and research new technologies and opportunities for investment. Ensure all projects have supporting business cases, including cost benefit and life cycle analysis, clearly defined goals and appropriate resources.

- Lead the approach to heat decarbonisation and renewable energy on campus applying technical skills in scoping projects learning from BU experience and that of other organisations.
- Present energy and water monthly reports to key stakeholders to support identification of actions including for energy use by IT, student residences, catering activities and more. Utilise data analysis tools including for example Power BI to facilitate visual presentation of data to enable insights and action.
- Consider innovative funding models including Power Purchase Agreements to decarbonise our utilities consumption as well as BU funded opportunities.
- Develop the BU approach to reporting and influencing indirect scope 3 carbon emissions.
- Manage utility and carbon management budgets including all costs, incomes and savings and seek additional funds as necessary and work with Finance and Procurement teams to ensure achieve best value for energy and water supply contracts.
- Manage a quality assurance scheme for utility management systems to ensure data integrity and accuracy and use the information to identify opportunities for saving costs and energy and water use and carbon emissions.
- Evaluate, report and make recommendations for action on utility use and carbon emissions (Scopes 1, 2 & 3) to key internal and external stakeholders.
- Provide expert technical advice and guidance on utility and carbon management to BU and other key stakeholders to inform strategic and operational decisions.
- Work closely with the Estates and Facilities team and consultants to provide technical input to refurbishment and new build projects to meet and where appropriate exceed required sustainability standards and challenge, review and sign-off plans to ensure carbon and utility reduction measures are embedded in the design process and are delivered throughout and beyond the life of a building project.
- Work closely with the Facilities Management team to identify and support implementation of projects to improve infrastructure, operational efficiency and building optimisation.
- Promote an energy and water saving culture at BU by developing and maintaining strong collaborative relationships with staff and students and communicate effectively on energy performance to these stakeholders.
- Develop links with external organisations to share good practice and learn about technological and behaviour change solutions to cut utility use and carbon emissions.
- Manage compliance obligations such as Display Energy Certificates (DEC's) and Energy Performance Certificates (EPC's).
- Oversee the continued development and use of the 'Building Energy Management System' including programming for heating and cooling aligned with university building opening hours and timetabling, making strategic and operational adjustments to reduce consumption and alarm monitoring. The system used is Trend IQ Vision & IQ Energy. Work closely with BU maintenance team.
- Support the work of the Sustainability and Workplace Team in driving the sustainability agenda.
- Undertaking other duties as may be reasonably requested by line manager.

Organisation Chart



Dimensions

Work within Estates & Facilities with contact with a wide range of internal stakeholders to deliver energy, water, carbon and budget savings. Work with external organisations to identify and share good practice on the implementation of energy and water technologies and behaviour change initiatives.

Line management responsibility for Carbon Reduction & Energy Officer.

Contacts

Internal: Regular contact with staff at all levels across the University and the Students Union as well as students. Reporting to senior management.

External: Communication with external stakeholders, including the local community; external organisations, environmental regulators, business and industry, other Further and Higher Education Institutions, local and national government, environment-related interest groups.

Challenges

Leading the delivery of BU's strategy to cut utility and carbon emissions to meet the ambitious reduction targets.

Maintaining quality utility and carbon management processes to deliver accurate data to underpin investment decisions.

Information Governance Responsibilities

Data User Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

May 2026

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Faculty Support Service: Estates	Date: May 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a related discipline	E
Significant experience in a related role in a multi building estate	E
Relevant professional qualification and evidence of continuing professional development	D
Practical experience and technical knowledge of building services, plant rooms, utility management software, BMS (Building Management Systems), and energy legislation	E
Knowledge of processing and analysing information, making recommendations and effecting change	E
Experience of leading and directing work of staff/external consultants involved on projects	E
Experience of successful management and change of complex processes	E
Experience of implementing energy and water saving projects	E
Knowledge and experience of energy and water management and the wider sustainability agenda	E
Comprehensive knowledge of utility and carbon reduction good practice	E
Budget management	E
Experience of preparing and assessing detailed business cases and feasibility studies	E
Knowledge and experience of managing and internally auditing an energy management system (eg ISO50001 or ISO14001)	D
Knowledge and experience of sustainable construction and a detailed understanding of BREEAM and related standards	E
Experience of implementing behaviour change programmes	E
Experience of working in HE sector	D
Skills	
Highly developed interpersonal, negotiation, influencing and communication skills: ability to interact with a range of stakeholders including staff at all levels, students and external organisations	E

Highly developed practical energy management skills with real understanding of a plant room operations and the optimisation of energy systems within a commercial building environment	E
Excellent organisational skills: ability to prioritise and manage a busy workload and work to tight deadlines	E
Excellent analytical skills; ability to evaluate complex issues often with incomplete information and to devise effective, workable solutions	E
Excellent level of computer literacy, including working knowledge of MS Office and Excel skills, data analysis including use of AI and for example PowerBI	E
Ability to produce structured, concise and meaningful reports, summarising results and justifying conclusions	E
Excellent data gathering, interpretation, analysis and report writing skills	E
Ability to work flexibly to accommodate changing priorities and deadlines	E
Attributes	
Team player with ability to work independently and with colleagues in different departments	E
Ability to take the initiative and ownership for area of responsibility and sees issues through to conclusion	E
Ability to think strategically, but with attention to detail	E
Reliable and professional	E
Motivated to succeed and able to motivate/influence others into action	E
Passionate about sustainability issues	E