

Job Description

Post/Job Title:	Carbon Reduction & Energy Officer
Post Holder:	Vacant
Ref:	ES
Faculty/Professional Service:	Estates
Group/Section:	Facilities Management/Sustainability Team
Location including building:	Studland House
Normal Hours per week:	Full time (some flexibility will be required to ensure key timescales and deadlines are met)
Grade:	6
Accountable to:	Energy Manager

Job Purpose

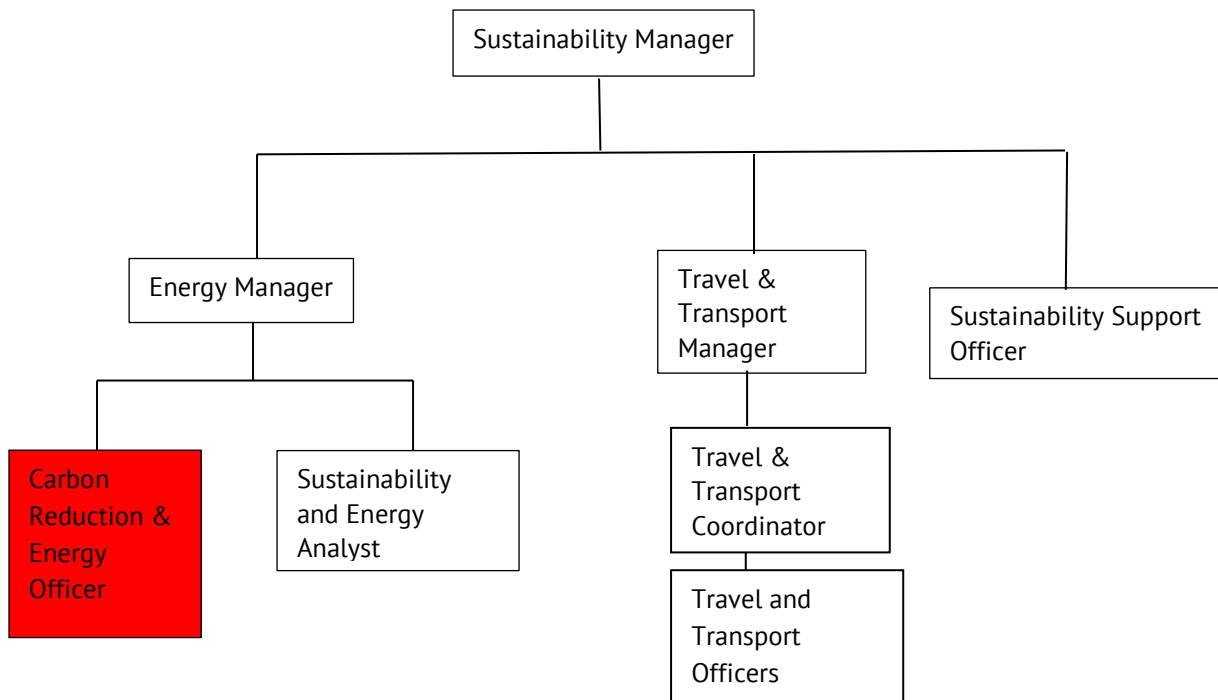
The Carbon Reduction & Energy Officer is responsible for supporting the work of the Energy Manager in reducing utility (energy and water) consumption, carbon emissions and costs. This role involves operational management of the Automatic Monitoring and Reporting (AMR) and Building Management Systems to ensure efficient performance of buildings and provide a comfortable working environment. The Officer will utilise our evolving Smart Campus approach whereby we are striving to further optimise energy and water usage informed by smart enabled systems and sensors. The role has a policy and procedural side with responsibilities for running the ISO50001 certified Energy Management System. The postholder will be required to carry out energy assessments of buildings and identify projects which can help reduce carbon emissions and/or energy consumption.

Main Responsibilities

- Support the implementation of utility and carbon management policies and procedures to reduce energy and water use and costs and cut carbon emissions.
- Manage the AMR infrastructure and systems to ensure reliable and accurate data is recorded and stored.
- Work with utility companies & contractors covering meter repairs/ exchanges and AMR connections on all fiscal meters.
- Work closely with the Sustainability and Energy Analyst to investigate any data integrity issues and data trends and identify and implement solutions.

- Manage the BEMS operational strategies to ensure the effective design, configuration and operation of the system to optimise building performance and identify opportunities for the improvement in control strategies.
- Your work will directly impact the amount of energy and water used by the University and you will be problem solving and making improvements as you go, this forms part of our evolving Smart Campus approach.
- Work with the Maintenance Team to ensure day to day operations of the BEMS are effective and efficient and management of alarms are proactively investigated to optimise energy and water use and environmental conditions whilst working with the Timetabling Team ensuring optimal operations are implemented based on occupancy data
- Proactive monitoring, analysing and reporting of utility and carbon emissions data and the use of the smart enabled systems to identify trends and opportunities for investment and ensure action is taken to improve performance.
- Collaborate with the Energy Manager to set SMART energy and water consumption targets for buildings and identify solutions to control use.
- Contribute to the operation of the Energy Management System which is certified to the ISO50001 standard. This includes policy, procedures and auditing. Training will be provided.
- Complete building energy and water audits to identify opportunities for investment.
- Evaluate reports such as TM44 air conditioning, DEC & EPC recommendations to identify opportunities for efficiency improvements.
- Provide technical understanding of compliance obligations and associated reporting requirements, in particular managing DEC/EPC applications and renewal.
- Provide technical advice and guidance for refurbishment and new build projects to ensure energy and water efficiency management strategies are embedded in the design process.
- Contribute to the development and formulation of the University's energy and water conservation policies and delivery of the Climate and Ecological Crisis Action plan.
- Contribute to energy/water/carbon and sustainability awareness programmes to encourage and influence staff and students to adopt more sustainable behaviours.
- Maintain technical knowledge and competency of building and energy management strategies, systems and zero/low carbon technologies and their use in optimising building performance. Contribute to business cases for investment in these technologies.
- Provide reports to management to inform investment decisions on strategic and operational improvements to the estate.
- Develop and maintain links with external organisations to share good practice and implement what works to engage staff and students in cutting utility and carbon emissions.
- Support the Sustainability Team in maintaining BU's EEMS to the ISO14001 & ISO50001 standards.
- Support the work of the Sustainability Team in driving the sustainability agenda.
- To carry out any other work as may be necessary.

Organisation Chart



Dimensions

Work within Estates with contact with internal and external stakeholders. Maintain efficient and effective monitoring and control management systems to provide accurate data and optimise building performance. Contribute to delivering energy, water and carbon savings and targets and the wider sustainability agenda. No line management responsibilities.

Contacts

Internal: Regular contact with staff at all levels across the University and the Students' Union as well as students.

External: Communication with external stakeholders, including consultants, contractors, external organisations and statutory bodies as necessary.

Challenges

Maintaining energy and water management systems to deliver reliable and accurate data to underpin investment decisions. Continually adapting and responding to changes in the University, technologies and regulations. Reviewing and analysing data both individually and with the Sustainability and Energy Analyst to identify issues and opportunities for improvements across all activities.

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 bared 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

NB: 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.

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.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Climate and Ecological Crisis Action Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

October 2024



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Selection Criteria	Essential/ Desirable
Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a related discipline	E
Relevant professional qualification and evidence of continuing professional development	D
Practical experience and technical knowledge of AMR and BMS and building optimization	E
Understanding of Mechanical and Electrical systems and their control	E
Understanding, and or experience of, Intelligent Campus/Smart Building systems	D
Knowledge of building services, utility audits, utility management software, sustainable buildings, energy legislation and other energy and water related areas.	E
Project management/change management experience	D
Knowledge and experience of energy, water and carbon management and the wider sustainability agenda	E
Experience investigating and solving problems using data	E
Knowledge and experience of the implementation of zero/low carbon technologies	E
Knowledge and experience of standards for refurbishment and new build projects, such as BREEAM and Ska.	D
Budget management	D
Knowledge of implementing and internally auditing certified Environmental Management Systems (EMS), e.g. EcoCampus, ISO14001 or EMAS and Energy Management Systems, e.g. ISO50001	D
Experience of implementing behaviour change programmes	D
Experience of working in HE sector	D
Skills	
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
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
Good level of computer literacy, including working knowledge of MS Office and excellent Excel skills	E

Excellent written and verbal communication skills, including presentation skills	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	E
Ability to take the initiative and ownership for area of responsibility and sees issues through to conclusion	E
Reliable and professional	E
Ability to take complex technical information and select key information to influence decision making	E
Motivated to succeed and able to motivate/influence others into action	E
Passionate about sustainability issues	E