

## **Job Description**

<b>Role Title:</b>	Assistant Carbon and Energy Manager
<b>School / Dept:</b>	Sustainability
<b>Reference:</b>	MPF4163
<b>Grade:</b>	Grade 7
<b>Full or Part time:</b>	Full time
<b>Hours:</b>	1.0 FTE
<b>Reports to:</b>	Carbon and Energy Manager

## Overview

The University of Salford's Strategy, *Innovating to Enrich Lives*, sets out an ambition to help create a more sustainable, equitable, just, healthy, creative and prosperous society. Sustainability is a core pillar of this vision, reflected in the Strategy's delivery themes of Improving the Environment & Sustainability, Developing Cutting-edge Creativity & Innovative Practice, Building Prosperity, Equity & Community, and Enabling Healthier Living.

The University recognises the urgency of the climate and ecological crises and the significant role that higher education institutions must play in responding to global environmental challenges. By embedding sustainability across all aspects of University life, we aim to empower our students, staff and partners to create meaningful and positive change for society and the environment. Our Sustainability Strategy is structured around three goal areas—Sustainable Campus, Sustainable Impact and Sustainable Communities—which together guide our journey towards becoming a truly sustainable university.

The Estates and Facilities Division plays a central role in delivering the Sustainable Campus goal, particularly in achieving our commitment to reach Net Zero Carbon by 2038. Through day to day facilities management and the delivery of our ambitious Campus Connectivity Plan, the Division supports the creation of high quality learning, working and living environments that are inclusive, engaging and aligned with a net zero future. With around 300 directly employed staff and a wide network of external partners, Estates & Facilities delivers a comprehensive range of services including capital development, property maintenance, utilities management, cleaning, security, caretaking, conferencing and events, leisure facilities and the stewardship of our award winning green campus.

Within the Division, the Environmental Sustainability Team works to embed sustainability into the culture and operations of the University. Reporting to the Director of Estates and Facilities and working closely with the central Sustainability Office, the team drives innovation and continuous improvement in environmental performance. A key part of this work is the maintenance and development of the University's Environmental and Energy Management System, which underpins our approach to environmental compliance, energy performance and carbon reduction.

The Assistant Carbon and Energy Manager will join this team at an exciting time, contributing to the delivery of the University's sustainability ambitions and supporting the transition to a low carbon, resource efficient and environmentally responsible campus.

## **Role Purpose**

Reporting to the Carbon and Energy Manager, the Assistant Carbon and Energy Manager will play an important supporting role in helping to deliver the University's Sustainable Campus Plan, Net Zero Carbon commitments and long term financial sustainability. The postholder will contribute to effective utilities management by assisting with the monitoring, analysis and reporting of energy and water consumption, supporting invoice validation processes, and helping to identify opportunities to improve building performance and energy efficiency.

The role will provide project support for energy and carbon related initiatives, including activities within the Buildings Decarbonisation Plan, by gathering data, preparing documentation and assisting with coordination across teams. The postholder will also support the operation and continual improvement of the energy elements of the University's Environmental and Energy Management System, helping to maintain certification and ensuring compliance with relevant reporting and legislative requirements.

## **Responsibilities**

- Support the Carbon and Energy Manager, Sustainability and Estates & Facilities Teams in developing energy and utility policies and delivering energy, water and carbon reduction initiatives.
- Coordinate activity across teams and maintaining effective working relationships with internal and external stakeholders.
- Collect, analyse and interpret energy, water and carbon data from direct meter readings, Building Management System (BMS), various Automatic Meter Reading systems and supplier invoices
- Analyse patterns of consumption to identify trends or anomalies in consumption data, escalate issues appropriately and make recommendations as to required action and, when appropriate, implement agreed actions
- Validation of utility invoices using AMR and other data sources.
- Prepare regular monitoring reports and dashboards to support decision-making by senior colleagues.
- Prepare forecasts and summaries to support utilities budget management.
- Provide analysis and background information to support data-driven procurement activities and risk-management discussions.
- Contribute to the delivery of energy-efficiency and carbon-reduction projects by gathering data, preparing and maintaining detailed project documentation, supporting project implementation and monitoring progress against plans.
- Work with colleagues across Estates and Facilities to identify opportunities for improvements in planned maintenance and refurbishment activities to support energy and carbon efficiency
- Undertaking analysis and preparing reports to support the measurement and verification of savings from implemented projects.
- Assisting with the coordination, underlying analysis and production of accurate, data driven and high-quality reports, analysis of risks and issues, dependencies and

assumptions to ensure maintenance of the ISO 14001 and ISO 50001 certified Environmental and Energy Management System.

- Manage the production of legally compliant Display Energy Certificates (DECs) including the collation of appropriate data, procurement and management of an external contractor.
- Support monitoring of compliance with other relevant energy and carbon legislation and help identify emerging requirements.
- Support the Estates & Facilities Maintenance team in reviewing BMS data to identify potential plant faults or optimisation opportunities.
- Provide basic technical input on energy and water efficiency for refurbishment and small-scale projects, under supervision.
- Contribute data, research and administrative support to the development and implementation of the University's Net Zero Carbon Plan and Buildings Decarbonisation Plan.
- Assist in preparing information for business cases, tender specifications and funding applications.
- Prepare data, charts and draft reports for presentation to internal groups such as the Environmental Projects Board or Sustainability Board.
- Support awareness-raising activities and contribute to staff and student engagement on energy and carbon issues.
- Assist in developing and improving systems and processes for data capture, management and analysis.
- Support the preparation of utilities related information for the annual Estates Management Statistics return
- Demonstrate flexibility and a proactive approach in responding to change and supporting evolving sustainability priorities.
- To demonstrate commitment to continuous personal and professional development through actively participating in development events.
- Undertake any other duties appropriate to the grade as required by the Carbon and Energy Manager.
- Comply with health and safety responsibilities and raise concerns where necessary to protect staff, students and visitors.
- Support a student-focused, value-for-money approach that contributes to the University's financial and environmental sustainability.
- Promote equity, diversity and inclusion and help maintain a supportive and inclusive working and learning environment.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

## Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

### Qualifications

1. Educated to degree level or equivalent in a relevant subject (preferable energy management/engineering/mechanical/electrical), or have relevant practical experience. **(E), (A), (I)**
2. Working towards or willing to work towards membership of a relevant professional body. **(D), (A), (I)**

### Background and Experience

3. Experience in data analysis, energy management, building services, or a related technical/analytical role. **(E), (A), (I)**
4. Experience supporting projects or initiatives related to energy, carbon, water or sustainability. **(D), (A), (I)**
5. Experience working in a large or complex organisation. **(D), (A), (I)**
6. Experience in higher education or public sector Knowledge. **(D), (A), (I)**

### Knowledge

7. Understanding of data management, analysis and reporting. **(E), (A), (I)**
8. Awareness of energy, carbon and sustainability issues and relevant legislation (or willingness to learn). **(E), (A), (I)**
9. Basic understanding of energy and water efficiency principles. **(E), (A), (I)**
10. Awareness of Building Management Systems and metering systems. **(E), (A), (I)**
11. Awareness of funding opportunities for sustainability projects. **(E), (A), (I)**

### Skills and Competencies

12. Strong analytical skills with the ability to interpret datasets accurately. **(E), (A), (I)**
13. Ability to communicate technical information clearly to different audiences. **(E), (A), (I), (P)**
14. Strong interpersonal skills and ability to work collaboratively. **(E), (A), (I)**
15. Good organisational skills with the ability to plan and prioritise own workload. **(E), (A), (I)**
16. Ability to work under pressure and demonstrate resilience. **(E), (A), (I), (P)**
17. Ability to support project delivery and contribute to documentation and reporting. **(E), (A), (I)**
18. Good IT skills, including Excel, and willingness to learn energy monitoring systems. **(E), (A), (I)**
19. Ability to contribute ideas and support innovation in energy and carbon management. **(D), (A), (I)**

20. Ability to move around campus with reasonable adjustments, including occasional access to plant rooms or confined spaces. **(E), (A), (I), (P)**
21. Flexibility to work outside normal hours on occasion, **(E), (A), (I)**
22. Demonstrable interest in carbon reduction, energy management and sustainability. **(E), (A), (I)**
23. Commitment to equity, diversity and inclusion. **(E), (I)**