

Job Description and Person Specification

Job Title:	Energy and Utilities Manager
Department:	Property
Section:	Facilities
Grade:	Professional/Specialist
Responsible for:	Group Utilities and Energy Consumption
Responsible to:	Facilities Manager

Purpose of the post:

To manage and oversee all aspects of the company's utilities procurement and usage (electricity, gas and water). To ensure that all utility records, procedures and reports are maintained to satisfy both statutory and business requirements. The role involves handling, manipulating and reporting on large amounts of data, therefore, the job holder must possess a strong knowledge of Excel. The successful applicant must be able to work to strict deadlines, integrate with colleagues and use own initiative where necessary.

Principal Accountabilities

Oversee integrity and availability of electricity metering data (including half-hourly billing data and sub-meter data).

Manage the Utilities budget across the Group providing short, medium and long term budget forecasts.

Maintain relationship with relevant third parties, including utilities suppliers, consultants, meter operator, data collector and sub-metering supplier.

Management of power purchase contracts.

Validation of supplier billing. Coordinate meter reading (quarterly electricity, Gas and Water plus ad-hoc requirements) and ensure accuracy of data.

Improve accountability of utilities consumption (water, electricity and gas). Creation, development and ownership of managerial reporting (initially electricity, but possibly other utilities too).

Identify opportunities for improvements in management of power network, e.g. ability to isolate tenants.

Implementation of supply agreements with tenants (non residential buildings). Setting of tenant tariffs for billing.

Liaison with relevant engineering departments to ensure problems with the utilities networks and infrastructure are reported and addressed quickly.

Support of the company's plans towards Net Zero targets and milestones.

To act as the company expert / spokesperson on utilities in response to enquiries, issues, influencing external policy makers to minimise legislative risk to the business.



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Support the project team for any opportunities for development of new power technologies (renewables, battery storage, etc) and assess viability.

Identify current and emerging energy issues of relevance to the group, determine threats / opportunities and develop a fully costed business case / action plan for internal approval and implementation.

Preparation of any regular and ad-hoc utilities reports as required by the business. Systems Upkeep: Manage the portals used to read utilities meters: maintenance of users; dealing with user issues, adding new meters, etc.

Cultural Values

- Do the right thing.
- Make a difference.
- Work together.
- Keep learning.
- Give all you've got.

Group Responsibilities

The post holder will act as an ambassador for Gentoo Group.

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. The post holder will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.

The post holder must at all times comply with the Health and Safety policy and procedures and must draw to their manager's attention any unsafe working practice and conditions.

The post holder will comply with the Information Security policy and must draw to their manager's attention any security breaches.

The Group places great importance on sustainability and environmental management. It is the responsibility of the post holder to ensure that in their day to day activities they embrace sustainability and minimise the Group's impact on the environment by minimising waste and maximise recycling, saving energy, and travelling smarter in accordance with the Environmental Policy and Planet Smart Charter.

Employee Name:	
Employee Signature:	Date:

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This Person Specification lists the essential skills, attributes and experience that are necessary in order to successfully carry out the job. **Please illustrate on your application form how you meet the requirements of the post.**

Skills and Knowledge

- Degree in engineering or equivalent
- Experience working in a similar role
- Able to lead a team and motivate others
- Strong knowledge of utilities
- Analytical, process driven approach, with strong commercial, strategic and project planning skills
- Strong co-ordination and influencing skills, with the ability to liaise at all levels of the business
- Good financial management skills particularly budget forecasting and variance reporting
- Strong written and verbal communication skills, including an ability to relay complex technical concepts or matters to non-technical audiences clearly.
- Experience in Energy industry with a commercial focus and knowledge of government legislation
- Experience of working with multiple outsourced services providers

Attributes

Flexibility, willingness to learn, team work, customer focused, attention to detail

Experience

Preferably experience in a similar role.

Qualifications and Training

- Utility knowledge desirable.
- Experience of working to tight deadlines.
- Ability to listen to the stakeholders' request, interpret and provide a resolution.
- Ability to deal with high volumes of work and prioritise accordingly.
- Ability to communicate and deliver a high-quality service under the pressure of high volumes and tight deadlines.
- Excellent communication skills and possess strong interpersonal skills, which enables them to communicate with their team, give clear instructions, and provide great customer service.

Other Requirements

In addition, we would expect that the successful candidate will meet the following requirements:

- A Full UK Driving License