**Job Profile Information: Energy Performance Manager**

**This supplementary information for Energy Performance Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 2. Camden Way Category 4.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The post holder will help develop, co-ordinate and review strategies and policies to progress Property Management Division’s Environmental Sustainability Action Plan in line with business objectives. The post holder will discharge the division’s responsibilities under the Camden Safety Risk Management Model and will input into the ongoing review and adaptation of strategy and sustainability programme targets to meet changing business, economic, legal and demographic needs. The post holder will ensure that accurate monitoring of energy use is consistent and thorough across metered sites and energy networks. The role will also need to make sure that billing to individuals is accurate, based on actual consumption and the correct tariff. In addition, the post holder will work with the various teams across the Council to improve systems and simplify monitoring, which includes:

1. Leading on the project management and delivery of the Division’s environmental sustainability projects.
2. Liaison with the Corporate Sustainability Team and other directorates to support the development and implementation of aspects of the Council’s environmental sustainability strategy and policies.
3. Work with the Asset Management Team in developing and delivering the Council’s sustainability projects
4. Key areas of focus are climate change mitigation and adaptation, energy, waste, transport, water, green space and biodiversity.

**Key aspects of the role:**

* Project manage environmental sustainability initiatives ensuring successful delivery through cross department working within the Council and with partners, leading internal and external project teams as required.
* Assist in the development and co-ordination of the HASC environmental sustainability strategies and the Council’s sustainability policies.
* Provide information and advice on environmental sustainability issues to staff, councillors and other bodies, presenting information in a variety of ways including formal reports, briefings and presentations
* Support internal environmental sustainability officer working groups.
* Support external multi-agency partnerships required to promote environmental sustainability in the borough e.g. Warmth for All.
* Conduct desk-based research as required.
* Represent the Council at internal and external forums.
* Ensure all work is carried out in accordance with council policies and standards such as standing orders, health and safety and valuing diversity

**Example outcomes or objectives that this role will deliver:**

* Work across teams to deliver an ambitious, complex and challenging work programme so that metering of energy use and consumption based charging is part of day-to-day working and easy for residents and staff to operate.
* Develop and embed service standards and approaches to delivery that will achieve the Council’s sustainability aims and targets
* On district energy networks, compare actual energy consumption with the business case assumptions to identify whether, where and how performance needs to improve.
* Analyse energy and heat use across systems to identify potential abnormal use or system issues at the following levels: gas supply, boiler house, building level meter, individual consumption meter and others as identified
* Produce regular reports on energy consumption and recommendations based on financial and technical analysis to improve the performance of heat networks.
* Commission improvement works to ensure district heat networks/renewables perform to maximum efficiencies including the management of consultants and contractors for the delivery of efficient energy networks
* Co-ordinate the integration of heat meters for new build housing through close and early consultation with the estate regeneration team, consultants, contractors and other sections of the Council.
* Ensure Boiler Energy Management systems (BEMs) such as ‘TREND’ are operational, monitored and analysed.
* Undertake a review of heating charges to ensure consistency and best practice. This will include reviewing heating provision on all estates, in relation to seasonal shut downs, night time setbacks etc.

**People Management Responsibilities:**

**Relationships:**

The post holder will be required to make specific contact with a range of people and organisations as outlined below. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of sustainability issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of projects and delivery of key targets.

* Council staff and managers
* Members of the Council
* Members of the public
* Minority groups within the community as defined within the Council’s Equality Standard
* Government Departments and other Local Authorities, including the GLA
* Outside agencies such as the North London Waste Authority, Transport for London, the Environment Agency, LDA
* Service providers/contractors
* Environmental organisations
* Local businesses
* Schools
* TRA’s, Leaseholders, DMCs and other representative bodies & community organisations
* Regular contacts include all building users and other technical staff across the Council, senior officers, representatives from external organisations, and the Council’s communication teams
* The post holder needs to be able to communicate effectively and concisely and produce written reports as required. The post holder needs to be able to build support for maintenance standards and practices by building strong relationships with all stakeholders including contractors and officers, and in turn supporting them in their objectives.

**Work Environment:**

* The post holder will be required to carry out regular and frequent visits to inspect buildings and repairs, which may involve visiting dirty and noisy building sites and may include working at height. The post holder will be expected to comply with H&S regulations and to wear personal protective equipment. The post holder will be required to be occasionally contactable for out of hour’s emergencies.
* The post holder will be required to work in an ‘agile’ way in line with Camden’s policy of a paperless and flexible work environment, which may include working at home for part of the week.
* The post holder will operate within a complex and occasionally sensitive framework, and confidentiality and discretion must be observed at all times.

**Technical Knowledge and Experience:**

* Relevant degree, professional qualification or extensive relevant experience.
* Experience of managing contractors, including FM services contracts
* Technical knowledge of sustainability issues
* Excellent interpersonal skills including influencing and negotiating skills.
* Risk management experience
* Experience in following policies and procedures and using them to achieve agreed objectives
* Expertise in educational building maintenance and asset management is desirable
* Fluent and skilled in use of IT as a tool for records management, communication and other purposes. Must be literate in the use of MSWord, MS Excel, and asset or facilities management databases
* Ability to innovate and take initiative yet be a team player
* Excellent communication skills, both verbally and in writing
* A clear understanding of how to further Camden’s objectives in respect of equality and diversity
* An understanding and appreciation of sustainability and environmental issues in relation to construction and building maintenance

**Camden Way Five Ways of Working**

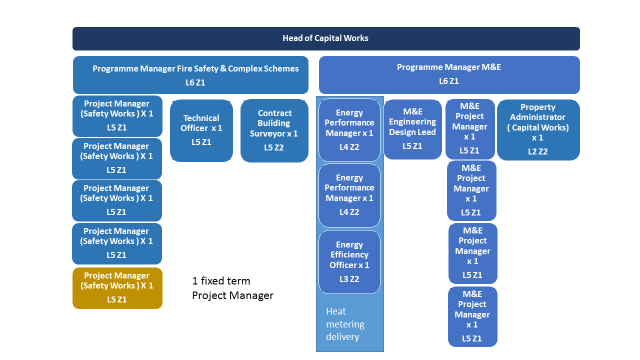
*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**

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