

## **Job Profile – Energy Performance Manager**

**Job Title: Energy Performance Manager**

**Job Grade: L4 Z2**

**Salary Range: £42,687 - £49,515**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We're not just home to UK's fast-growing economy, we're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The post holder will help develop, co-ordinate, review strategies and policies, project manage net zero / energy efficiency schemes to progress the Property Management Division's Environmental Sustainability Action Plan in line with business objectives.

### **About the role**

The post holder will lead on a number of Energy / Net Zero / Retrofit Projects within the Capital Works, Property Management, Housing division. These will be a variety of existing energy projects along with being a key member in developing and overseeing the delivery of the housing net zero retrofit programme, which aims to deliver on the commitments outlined in the Camden Climate Action Plan. They will also be responsible for discharging 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.

### **Key aspects of the role:**

- Project manage environmental sustainability initiatives / projects 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.
- Apply for external 'green' / energy efficiency / sustainability grants
- 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 programmes which mitigate fuel poverty and assists the Councils Housing division in working towards carbon net zero commitments.
- On district energy networks, compare actual energy consumption with the business case assumptions to identify whether, where and how performance needs to improve.
- Assist wider Council teams to 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 energy efficiency hardware (heat meters/renewables, etc) 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 are operational, monitored, analysed and utilised by consultants to make informed suggested improvements for upcoming energy efficiency / retrofit works, or to assist the wider teams with their M&E projects.

### **About you**

- Relevant degree, professional qualification or extensive relevant experience.
- Professional membership of relevant institution e.g. IEMA, CIBSE, CEng, IET, RICS, etc is desirable
- An understanding of what carbon net zero entails.
- Experience of work on sustainable retrofit projects from early feasibility to delivery on site
- Project and / or programme management experience
- Experience of bid writing / applying for energy / sustainability grants
- 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

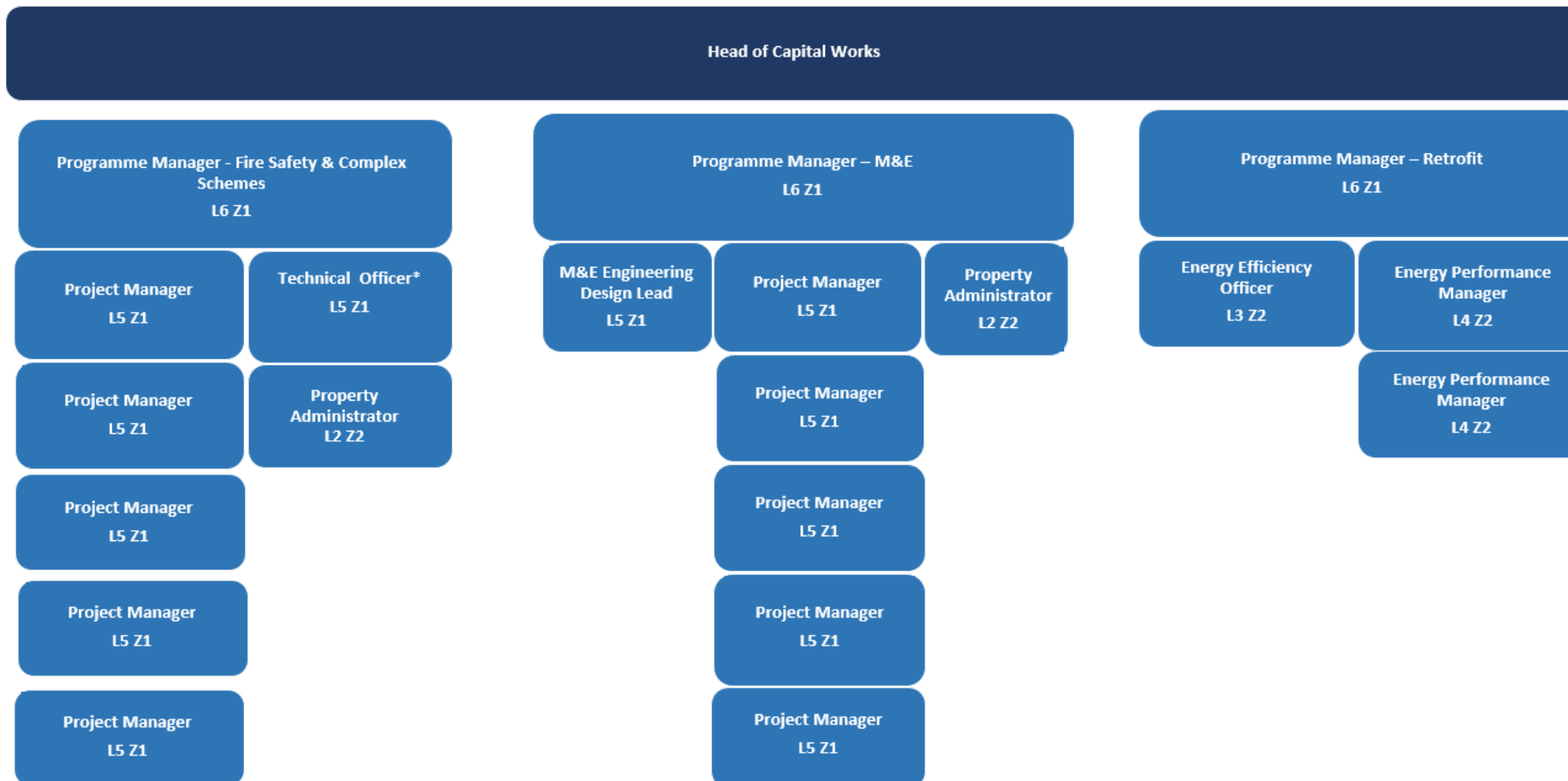
**Work Environment:**

- 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.

**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.



**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.