**Job Description**

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| Job Title: **Environmental (FM) Manager** |
| POSCODE: **CCC2578** |
| Grade: **P03** |

**Overall purpose of the job**

To be Property Services focal point on leading building-related energy and carbon projects including;

* Managing, planning, and budgeting of all planned preventative maintenance energy projects passed on to Property Services from the Council’s Energy Investment Unit (EIU).
* Carrying out all lifecycle planning and maintenance activity and manage all information in relation to energy schemes for Property Services
* Lead and support the EIU on project planning and delivery of Energy related projects on the CCC Estate

To provide professional and technical advice and input to Property Services concerning carbon management and energy management in relation to the CCC Estate as required by the County Council’s Energy Strategy.

To ensure that all activities are carried out such that the CCC property assets are effectively maintained and meet legal, statutory and CCC policies and requirements at all times.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | Maintain up to date knowledge of changes in legislation and professional and technical standards relative to energy and carbon-reducing techniques and technologies and planning, building improvement and maintenance in order to safeguard the County Council’s interests at all times. Be the Property Service Subject Matter Expert (SME) in such matters and provide expert advice to Property colleagues. |
|  | Be the Energy & Carbon Champion for Property and facilitate the introduction and implementation of property led energy and carbon initiatives such as Whole Life Cycle Carbon Assessment and full spectrum environmental and social responsibility to building maintenance and management. |
|  | Be the focal point for all building-related energy enquiries, particularly those dealing with carbon-reduction measures, in order to represent the County Council’s interest in such matters. Provide high quality advice and guidance to CCC services on building energy matters |
|  | Support the Strategic Assets and FM teams in the development of long term asset plans for the operational Estate |
|  | Support EIU on the implementation of the property related aspects of the County Council’s Energy Strategy Action Plan. |
|  | Contribute to the achievement of the County Council’s policies on Energy Conservation and take appropriate action to safeguard the Council and its reputation at all times. |
|  | Develop and maintain control systems to ensure compliance with relevant legislation and the Council’s Contract Regulations. |
|  | Responsible for identifying new business opportunities. |
|  | Provide sound financial management of all energy/carbon projects including budgets, cost control, project procurement and competitively tendering the work. |
|  | Support the Head of FM and FM Contracts Manager to ensure all energy/carbon related costs (revenue and capital) are properly accounted for |
| 11. | Be the Property lead on reviewing and commenting upon all business cases from across the council that relate to energy/carbon matters on the CCC Estate |
| 12. | Identify potential efficiency savings/gains and opportunities from more effective Energy Management within the Estate and take action to realise these as part of the ongoing drive towards continuous service improvement. |
| 13. | Lead and support the management of allocated energy projects, identified through the Energy Strategy Action Plan and the Energy Efficiency Fund, including the management of staff, consultants, contractors and service providers in accordance with CCC’s stated project management methodology. |
| 14. | Preparing of reports for staff, managers of all levels and steering groups or other bodies as required. Monitor and review progress to ensure that specified projects deliver the required outcomes within agreed timescales budget and quality standards. |
| 15. | Support the Energy Management Team to ensure that consistent quality services and expertise are provided to internal and external customers, contractors, suppliers, and consultants at all times. |
| 16. | Ensure own personal and professional development such that they are the acknowledged expert on matters of CCC’s energy consumption and carbon management. |
| 17. | Oversee the procurement of energy projects through the development and management of contracts and exercise strong financial control over them to ensure cost-effective provision. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to a minimum HNC/HND level in a related field. | Environmental, Engineering, Building Services or Building Construction or equivalent comparable professional experience | Essential |
| Membership of professional body |  | Essential |
| Educated to a degree level | Environmental, Engineering, Building Services or Building Construction or equivalent comparable professional experience.Property, Energy or Facilities related qualification, BIFM, RICS, CIOB, CBISE, Energy Institute | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge & Experience** |  |  |
| Energy | Experience in a similar or related role | Essentail |
| Technical | Extensive/specialist/technical knowledge & understanding of building services systems and of energy and carbon management | Essential |
| Legislation and Regulations | Thorough knowledge and understanding of relevant legislation, technical developments and industry practice in relation energy and carbon management.  Thorough understanding of Building Regulations | Essential  Essential |
| Project Management | Strong practical experience of working with and developing customer relationships at both strategic and operational levels within a variety of customer groups including the public, staff, and partners | Essential |
| Quality Assurance | Experience of providing quality assurance upon the completion of energy efficiency installs to ensure compliance | Desirable |
| Asset Management | Experience of asset management planning and property information systems | Desirable |
| **Skills** |  |  |
| Solution Focus | Able to inform, persuade, negotiate and communicate ideas and proposals both orally and in writing in a manner that is appropriate, logical, well structured, concise, timely, accurate and meaningful to a diverse range of groups and individuals across all levels of the organisation. | Essential |
| Strategic Approach | Able to understand current strategic issues and direction affecting the County Council and relate them to county assets in order to contribute relevant professional and technical advice and options where practicable | Essential |
| Communication | Able to contribute practical and innovative ideas for the implementation of the Council’s Energy Strategy | Essential |
| Leadership & Management | Able to provide timely authoritative advice to Members, partners, managers, and colleagues on all professional and technical matters in an easily understood and diplomatic manner. | Essential |
| Analytical Skills | Analytical and able to provide professional and technical advice and options appraisals and possessing sound reporting skills as well as to achieve results, with minimum supervision and to a consistently high standard. | Essential |
| Service Provision  Organisation | Have the determination and drive to achieve and maintain high quality service provision, cost control and wider environmental and performance standards.  Have excellent organisation and time management. Able to plan, monitor and manage budgets effectively. Proactive, team player. Have excellent problem-solving skills with the ability to work under pressure. | Essential  Essential |
| Contract Procurement & Management | Experience of the specification, installation and management of Energy Projects | Essential |
| Travel | Ability to travel effectively around the county on Council Business. | Essential |
| Influencing | Able to lead training and information sessions for the Property Services Team, contractors, the public and other Council staff, School Governors and Head teachers, as required. | Desirable |
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| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |

**Disclosure level**

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| What disclosure level is required for this post? | Standard (may be required to attend childrens homes, care homes & schools) |