



**LONDON BOROUGH OF MERTON**  
**CORPORATE SERVICES DEPARTMENT**  
**JOB DESCRIPTION**

**Post Title:** Energy and Sustainability Manager

**Grade:** MGA

**Division / Section:** Infrastructure & Transactions - Facilities Management

**Location:** Civic Centre

**Responsible to:** Head of Facilities

**Responsible for:** Directly manage two staff

**Post Number:**

**Date:** December 2016

**MAIN PURPOSE**

To develop and deliver a sustainable approach to managing and maintaining all of the Council's operational buildings. (Approximately 110)

To ensure energy efficiency, energy conservation, use of renewable energy and waste/water reduction are achieved in the Council's buildings and in partnership with stakeholders.

To be responsible for ensuring the achievement of associated Performance Indicators, to reduce CO2 emissions from Council premises, and meeting Community Plan and Business Plan targets.

To lead cross-departmental teams. Responsibilities will involve "matrix management" of staff located in different sections of the Council on specific projects.

To develop the Council's reputation as an exemplar authority for sustainable development, in relation to the Council's buildings.

To manage the Council's utility contracts, including procurement, on-going management of the contracts and performance monitoring.

To advise on technical aspects for the Council in matters relating to energy efficiency, and reduction in use of natural resources, providing information for the Corporate Management Team and Cabinet as required.

## **MAIN DUTIES AND RESPONSIBILITIES**

Be responsible for advising on all matters relating to developing a strategic approach to achieving sustainable practices for all of the Council's operational functions. This will include improving energy efficiency, initiating schemes to use renewable energy sources and reduce waste and water use.

Ensure systems are in place for monitoring energy use and CO2 emissions from Council buildings; to minimise both, and ensure that Community Plan and Business Plan targets are met.

Initiate, review and maintain a system of performance indicators for facilities services and monitors and compares performance with other relevant public and private sector organisations.

Lead multi functional teams, involving staff across the Council and external stakeholders. Responsibilities will involve "matrix management" of staff located in different sections and departments of the Council on specific projects.

Be responsible for planning and implementing measurable performance standards for all work undertaken by the energy team members.

Provide effective leadership: vision, direction and support to the team.

Prioritise and allocate workload; take appropriate action to ensure team performance including undertaking appraisals and regular one-to-one meetings with team members.

Ensure that any directly managed staff are highly motivated and possess required skills and abilities by identifying development needs and providing coaching to develop the skills and knowledge of team members.

Manage and monitor current and future workload of the team to ensure that individuals are able to meet required timescales for individual projects.

Advise the Head of Facilities on a range of capital projects and programmes to improve energy efficiency and waste/water reduction in Council premises, involving input from consultants and contractors.

Be responsible for leading a major and complex project to deliver a Combined Heat & Power (CHP) network as a means of providing energy for the Council and its housing stock, as well as private sector developments.

Engage a variety of external agencies and develop partnerships to progress renewable energy schemes in the London Borough of Merton. This will include scoping the establishment of an Energy Services Company.

Manage capital (approximately £2,000,000 p.a.) and revenue (approximately £400,000 p.a.) budgets and to develop creative and innovative proposals to secure external funding for new schemes. This will include grants, section 106 and new investment from private developers/partners, e.g. CHP.

Lead on preparing a strategic approach to develop 'invest to save' proposals to reduce energy use and reinvest in specific measures to create further savings in energy consumption and costs.

Lead and advise the Council's Energy Risk Management Committee.

Identify trends and initiate actions and lead on reports to the Corporate Management Team and the Cabinet.

Build long-term, strategic relationships with all client departments to understand their needs and act as a focal point for customer contact.

Communicate effectively at all levels and deals with complex issues and potentially contentious matters in a persuasive and sensitive manner.

Manage colleagues in their dealings with clients; initiate procedures to improve service to and relationships.

Act as the Council's expert to promote sustainability, demonstrating that the London Borough of Merton can lead in its own buildings by example. This will involve engaging colleagues, Councillors, and promoting the work outside of the Council.

Keep abreast of national and international best practice in relation to sustainable development.

Use IT systems as necessary for the proper performance of the duties of the post.

Work flexibly including outside of normal office hours, as necessary.

Deputise for the Head of Facilities as necessary.

Undertake such duties that are commensurate with the grade and purpose of the post as directed by the Head of Facilities.



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**PERSON SPECIFICATION**

**POST TITLE:** Energy and Sustainability Manager

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**Knowledge, Experience and Skills**

Have a specific qualification and/or have a high level of knowledge of energy management, renewable energy and waste reduction issues. In particular an understanding and knowledge is required of energy markets and relationship to improving environmental performance.

Have knowledge of project management systems.

Have a knowledge of procurement processes, including both domestic and EU legislation, and awareness of developments in e-procurement commensurate with the requirement to lead on the acquisition of major corporate contracts e.g. power supply and in the future, a Combined Heat & Power project.

Have an understanding of the principles of sustainability and its importance on the maintenance of the Council's public buildings.

Have knowledge of and commitment to the Council's Equal Opportunities, Health & Safety, Data Protection and Human Rights Policies and can be practically demonstrated in all aspects of the post.

Project management skills to enable the successful management and delivery of major multi-disciplinary projects, involving works to buildings and other large capital programmes.

Ability to demonstrate highly developed oral, written and presentational skills and is able to use these skills to effectively represent the Council particularly in the promotion of sustainable principles and practice.

Able to set priorities, objectives and deadlines and to prioritise tasks to achieve targets and outcomes.

Ability to analyse large volumes of quantitative data and initiate actions to respond to trends.

Have the ability to work positively and effectively with Colleagues and relevant agencies and partners including Government Departments and the private sector. Be able to persuade and influence in discussions and negotiations.

Able to demonstrate strategic planning skills and the ability to translate this into realistic plans.

Ability to identify funding sources, including grants, and make applications to secure funding for specific initiatives, and pilot schemes.

Able to use IT systems, including Microsoft Word, Excel and other spreadsheet/database and graphics packages.

Experience of leading and working as part of a multi-disciplinary team.

Experience of effective leadership, with proven ability to provide vision and direction to individuals and teams.

Experience of working within the field of energy management or waste reduction management. (If have only worked in one of these areas demonstrate some experience of issues in the other area).

Experience of managing in a rapidly changing environment with frequent requirements to produce original and innovative solutions to problems of which no pre-set plan or procedure exists.

Experience of managing complex capital projects within budget and to an agreed programme.

Budget Management experience to control both revenue and capital expenditure.

### **Understanding and Aptitude/Behavioural competencies**

Innovative and creative thinker

Self-motivated

Embraces change

Effective communicator

Customer focused

Problem solver

Decisive

Team player able to work collaboratively

Flexible attitude

## **Education, Training and Qualifications**

Have a professional qualification or equivalent in a relevant subject, which could include environmental science management, engineering, building and construction or surveying.

Member of a recognised relevant professional body, such as Royal Institute of Chartered Surveyors (RICS); Chartered Institution of Building Services Engineers (CIBSE), Energy Institute (EI), etc.