



## Job Description

July 2020

<b>Role:</b>	Energy and Environment Manager
<b>Department:</b>	Sustainability
<b>Reporting to:</b>	Head of Sustainability
<b>Location:</b>	Percival House, London Luton Airport

### Job purpose:

London Luton Airport is looking for an experienced Energy and Environment Manager to play a critical role in our journey towards becoming a carbon neutral airport. You will have the opportunity to drive our energy and environmental performance to the next level, for example:

- Lead the airport's ambition to become carbon neutral by managing the purchasing and use of utilities including energy, water and waste
- Transition the airport to 100% renewable electricity and explore options for generating on-site renewables, as well as contributing to other Responsible Business Strategy targets
- Ensure continuing high standards of the ISO 14001 and 50001 management systems, as well as managing key utilities and environmental corporate reporting requirements

### What we offer

- Market competitive base salary, 25 days annual leave
- Competitive pension scheme, eligibility to a profit-sharing scheme
- Private healthcare, free gym
- Flexible working, Volunteering days
- Discounted travel, money off shops and restaurants

### Key responsibilities and accountabilities include:

#### Utilities purchasing and management

- Develop, manage, monitor and report LLA's utility purchasing (including electricity, gas, water, oil, waste, fuel and sewerage) with the objective of continuous improvement in order to forward our climate resilience agenda
- Champion and deliver utility capex projects as required, engaging with the company infrastructure project managers, environmental consultants, and third-party contractors. Liaise with Climate Resilience Manager on relevant projects
- Develop and maintain meter trees for all utilities and ensure correctness of all polling systems
- Provide the required information to finance to enable timely billing on utilities recharges
- Collaborate and provide training across the airport site to encourage adherence to utility requirements, mitigate and control potential environmental impacts and risks and actively work with each department to improve their utility arrangements, performance and compliance with all associated statute, guidance, best practice, group or local process to drive continual improvement
- Attendance at departmental governance meetings to ensure clear objectives are set, performance is measured, and actions closed in a timely manner

#### Environmental responsibilities include:

##### Air quality management

- Develop air quality strategy
- Co-ordinate the maintenance and calibration of air quality monitoring equipment
- Collate and report data on air quality

- Promote reductions in air pollution

Waste management

- Manage the waste contract for the airport site to ensure that contractual KPI's are met
- Organise, promote and chair the waste forum
- Manage the reuse of excavated material in line with the materials management plan and planning, consent, and monitor compliance by other organisations
- Audit compliance with the requirements for handling and disposing of international catering waste

Water quality management

- Co-ordinate the water sampling programme and maintenance & calibration of the water quality monitors and ensure annual water quality report is developed and issued
- Progress the recommendations from the feasibility study to reduce contamination in surface water discharge
- Ensure water discharges to ground, surface water and effluent are within environmental permits and trade effluent constraints and investigate issues where required
- Liaise with regulators and stakeholders such as Environment Agency and Thames Water
- Monitor the use of de-icers and identify opportunities to reduce consumption
- Develop and audit compliance against pollution control measures
- Management of water sampling and equipment maintenance contracts

**Secondary tasks:**

- Provide relevant input in the airport's current and future planning requirements
- Receive, understand fully and promote all relevant information from other sources e.g. the Environment Agency and Trade Associations, regarding new methods, new legislation guidance and Codes of Practice
- Support the Head of Sustainability in liaising with other airports to understand best practice and gain insight from market learnings

**Knowledge, skills and experience required:**

A successful candidate for this role will have:

- Minimum of 5 years of experience working in environment and energy manager roles
- Experience in driving the renewables and or carbon reduction/neutral agenda is strongly desired
- Experience in working at both strategic and tactical levels, the candidate must be able to influence
- Strong utility and environmental management related experience
- Finance or data (and data systems) related experience
- Experience of contract management and purchasing
- The ability to work under pressure and on multiple projects at one time
- Experience working in a dynamic and fast changing environment
- A highly organised approach to managing themselves and their work
- Excellent verbal, numeracy, and literacy skills; analytical skills and data interpretation
- Maintaining an up to date knowledge of utilities legislation and associated requirements
- Self-motivated, a team player with excellent interpersonal and communication skills
- An environment, energy or sustainability-related degree would be desirable

**COMPETENCIES REQUIRED FOR THE ROLE:**

1 – Basic;      2 – Intermediate;      3 – Advanced;      4 – Expert

<b>COMPETENCIES</b>	<b>REQUIRED / DESIRABLE</b>
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<p><b>Communication</b></p> <p>Structures and conveys information and ideas effectively. Communicates to ensure they are understood by others, that they understand others and share information with colleagues at all levels.</p>	3
<p><b>Customer Focus</b></p> <p>Understands what the customer needs and then works to exceed their expectations and meeting their individual needs.</p>	3
<p><b>Achieving results</b></p> <p>Knows what needs to be achieved by when. Anticipates obstacles. Motivates self and others to overcome barriers and achieve results.</p>	3
<p><b>Personal Responsibility and Credibility</b></p> <p>Take personal responsibility for making things happen and achieving results. Displays commitment, accountability and conscientiousness. Acts with integrity.</p>	3
<p><b>Strategic Perspective</b></p> <p>Addresses issues with a broad view to achieve the organisation's goals. Thinks beyond the immediate and prepares for the future</p>	2
<p><b>Planning and Organising</b></p> <p>Identifies a goal and puts in place a sequence of steps to ensure priorities are delivered on time, making effective use of resources</p>	4
<p><b>Team Focus</b></p> <p>Develops effective working relationships inside and outside traditional boundaries to achieve organisational goals. Breaks down barriers between groups and involves others in discussions and decisions</p>	2

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