

ROLE PROFILE	ENERGY MANAGER	 Devon & Cornwall POLICE 
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SECTION 1: PRINCIPAL RESPONSIBILITY

Principal Responsibility	<p>The principal responsibility of the Energy Manager is to manage, monitor and optimise the energy and water use in the Force. The aim will be to continually improve efficiency by evaluating energy use and putting in place new policies and improvement changes identified. Reporting to the Building Services Engineer and liaising with the Environmental and Sustainability Manager, Head of Estates and the wider force executive.</p> <p>In particular to:</p> <ul style="list-style-type: none"> • Developing and managing utility strategies, policies and procedures • Managing, monitoring and optimising utility services and usage • Identifying improvement opportunities to reduce utility use across the estate • Prioritising multiple complex projects and activities, continually monitoring and reviewing performance • Work with the Environment and Sustainability Manager to decarbonise utility usage across the estate • Provide expert advice, guidance, training and behaviour change campaigns on behalf of the Force • Procure utilities in partnership with SWPPS and manage utility contracts, including validity and payment of invoices • Responsible for energy and water bill validation, validating billed consumption against actual meter readings. Undertake financial management of £3m+ revenue energy related budgets, preparing budget proposals, forecasts and provide detailed monitoring. • Act as the main point of contact for all energy and water matters, providing advice and expertise and representing the University externally on energy matters when necessary. Co-ordinate and contribute to meetings, visits, where required. <p>This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues</p> <p>In addition, there is a function intrinsic to this role. An employer's duty of care and current legislation allows the Force to establish if a potential applicant could carry this out, either with or without reasonable adjustments. This function is:</p> <ul style="list-style-type: none"> • Lone Working • Driving Long Distances <p>To assist in ensuring applicants would be able to undertake this function of the role, a medical assessment via a questionnaire will be undertaken and may subsequently require a consultation with the Occupational Health Support Unit.</p>				
Role Type/Family	Police Staff	Grade	8	Vetting Clearance	MV

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Medical Assessment	Standard	JE Ref.	C670
Political Restrictions	None specific to this role		
Role-Specific Training and CPD to be undertaken.	MS Project, Project Management, IT related courses, Agresso		

SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

Formal Qualifications required	<ul style="list-style-type: none"> Educated to degree level or equivalent in a relevant discipline or be able to demonstrate significant, relevant work experience at the appropriate technical and strategic level linked to energy and water management, and carbon reduction and decarbonisation. Energy Institute accredited, or equivalent, or be able to demonstrate expertise and knowledge gained from significant relevant practical work experience 	
Essential experience and specialist skills and knowledge	<ul style="list-style-type: none"> Practical and comprehensive knowledge and understanding of the legislation, concepts and principals in relation to energy, water and carbon management, and reduction processes. Experience in producing, implementing and embedding policies and strategies linked to utilities and carbon reduction. Technical knowledge and understanding of energy and water systems, including decarbonising heating systems and on-site renewables. IT proficient, particularly in the use of building (energy) management systems and utility monitoring software. Specialist knowledge of energy and water market, including utilities procurement and contract management. 	
Essential Behavioural Competencies	<ul style="list-style-type: none"> Strategic perspective Openness to change Negotiation and influencing Respect for race and diversity Team working 	<ul style="list-style-type: none"> Effective communication Planning and organising Personal responsibility Problem solving

SECTION 3: BEHAVIOURS

BEHAVIOURS

Strategic perspective

Concentrates on issues that support the broad organisational strategy. Maintains a broad view, and understands and considers the interests and aims of other units or outside organisations.

Openness to change

Supports, promotes and puts into practice change. Introduces new ways of doing things and encourages others to accept them. Overcomes barriers to change

Negotiation and influencing

Uses logic and reason to influence others. Persuades people by using powerful arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.

Respect for race and diversity

Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

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Teamworking

Sets up teams or working groups and involves them in achieving goals. Develops good relationships and co-operation within the team and removes barriers. Supports team members when necessary.

Effective communication

Explains complex issues, making them easy to understand. Makes sure that important messages are being communicated and understood throughout the organisation.

Planning and organising

Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes. Provides clear direction and makes sure that staff know what is expected of them.

Personal responsibility

Readily accepts responsibility for self and others. Takes responsibility for managing situations and problems. Leads by example, showing a commitment and a determination to succeed. Continues to learn and develop.

Problem solving

Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.