

JOB DESCRIPTION

Energy and Sustainability Manager

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

As Energy and Sustainability Manager you will be responsible for leading the Energy & Sustainability (E&S) Team to drive the strategic plan to enable Edinburgh Leisure to hit their target of 2030 Net Zero Carbon target. You will also be accountable for creating and managing the E&S corporate budget.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
<p>1. Manage Edinburgh Leisure's utilities. Responsible for creating, monitoring and reporting on the annual utilities budgets which include electricity, gas, propane, water, solar and energy maintenance.</p> <ul style="list-style-type: none"> Responsible for utility contract management, including any procurement, tendering and evaluation in line with Edinburgh Leisure's procurement policies. Reviewing monthly invoices, highlighting inaccuracies and communicating with suppliers to rectify any issues. Creation of finance and performance reports for senior management and the Edinburgh Leisure Board. Analysing serious anomalies in the data and sourcing solutions by liaising with your team and the wider facilities management and venue teams. Respond to site emergencies and queries by investigating causes and seeking resolutions. 	30%
<p>2. Create and manage the strategic pathway to drive Edinburgh Leisure to achieve their Net Zero 2030 target. Responsible for the creation and continual development of the Edinburgh Leisure 2030 Net Zero plan.</p> <ul style="list-style-type: none"> Reporting progress to the board, senior management and wider staff via written reports, team meetings, staff training and Facilities Managers Meetings. Creation of business cases to further the Net Zero agenda. Analysing business cases and tenders to ensure best practice is followed and all sustainability and carbon reduction commitments are met. Ensuring Edinburgh Leisure is up to date with new technologies, best practice and legislation to enable targets to be met. Responsible for submitting the legally required annual carbon report to the City of Edinburgh Council for the Scottish Public Bodies Climate Change Duty. Promote Edinburgh Leisure's successes to external stakeholders through webinars, events, website and social media. 	20%
<p>3. Lead the Energy and Sustainability Team Lead, develop, support and manage your direct reports to ensure they work effectively as a team and deliver on their areas of responsibility. Support them in the leadership of their teams.</p> <ul style="list-style-type: none"> Regular meetings to provide constructive feedback and offer support. Resolve any staff performance issues promptly and manage their performance against defined standards and policies 	20%

<ul style="list-style-type: none"> Ensuring staff have the appropriate training to allow them to efficiently utilise the Energy Management software. Develop the E&S Officers, providing them with appropriate support, guidance, knowledge, training and feedback to ensure they are able to deliver on their areas of responsibility 	
<p>4. Manage the Salix energy efficiency fund including identifying, informing and programming projects.</p> <p>Responsible for the Salix energy efficiency fund, including project applications involving energy surveys, data analysis and liaising with contractors and internal colleagues.</p> <ul style="list-style-type: none"> Create full in-depth business case for submission to Salix for all projects over £100k for third-party analysis. Produce internal business cases for approval by the Senior Leadership Team. Attend monthly project meetings with Salix. Manage the web-based portal and administration of the fund, updating with new project information, processing current projects and ensuring all fund information is correct. Liaise with project management team to deliver energy saving projects to achieve effective and efficient project execution. 	15%
<p>5. Manage Low Carbon and Energy Saving Technologies</p> <p>Responsible for Managing and monitoring Low Carbon and Energy saving technologies currently in use by Edinburgh Leisure. This will include investigating new and upcoming low carbon, energy saving and renewable technologies.</p> <ul style="list-style-type: none"> Manage the photovoltaic and thermal solar systems including the systems owned by the Edinburgh Community Solar Cooperative. Managing and monitoring the Combined Heat and Power Systems across the estate. Apply annually for Climate Change Levy exemption under the Combined Heat and Power Quality Assurance (CHPQA) process. Manage and monitor the electric vehicle fleet and charging infrastructure. 	15%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Line manager to the Energy and Sustainability Officers x 2.
Responsibility for finance and level of financial control:	Accountable for £4 million utility budget per annum & associated energy system costs, £600K Salix Budget & Loan applications. responsibility for Electric fleet and charging infrastructure
Responsibility for Physical Resource:	Company office equipment, e.g., laptop, mobile phone. Solar Systems and Combined Heat and Power Systems. Electric Vehicle Fleet and charging infrastructure
Responsibility for Data and Information:	Accountable for energy, water, waste carbon and fleet costs, budgets and data

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> Responsible for managing own workload in accordance with relevant deadlines and time-dependencies. Responsible for managing the workload of your team, ensuring you prioritise workload in an effective manner. Responsible for creating the strategic pathway and leading the company to achieve the 2030 Net Zero Target. Follow, interpret, apply and advise on energy, water, waste, carbon and sustainability legislation and procedures. Refer or escalate any unusual or complex decisions to Senior Projects Manager or Head of Facilities Management. Responsible for analysing utility data points to identify anomalies, provide solutions and rectify any issues in conjunction with internal and external stakeholders to ensure estate efficiency. Responsible for producing loan and ad-hoc fund applications from the Salix energy efficiency fund, liaising with consultants where required and calculating the benefits of a range of metrics including carbon, energy savings and financial paybacks.

- Write detailed business cases for large projects including new technologies, contracts (waste, energy, water, AMR services, CHP maintenance, etc.) for submission to the Senior Leadership Team.
- Drive sustainable low carbon procurement decisions by analysing all large business cases and tenders to ensure Edinburgh Leisure is making carbon resilient investments.
- Responsible for procuring a wide range of estate services, following procurement & tendering processes to seek quotations from suppliers, review for consistency and optimal investment.

Communication & Representing the Organisation

- Represent Edinburgh Leisure at bi-monthly Scottish Government public sector meetings.
- Grow and maintain a positive relationship with Salix, to ensure continued funding.
- Communicate with external suppliers and contractors to ensure Edinburgh Leisure is achieving a good service and value for money.
- Produce reports for Senior Leadership Team and Board regarding progress of E&S projects and Net Zero Carbon agenda.
- Maintain a positive relationship with Edinburgh Council to collaboratively improve processes.
- Communicate with venues and facilities management to ensure the department is visible and known across the estate to increase engagement and to seek resolutions to utility-based issues.
- Represent the organisation at Net Zero Carbon and sustainability events.
- Facilitate and lead meetings with Edinburgh Leisure staff to provide education and update on net zero carbon activities and targets.
- Assess and approve written applications for funding and awards to help further the agenda and gain accreditation from external bodies to recognise efforts made by staff and whole organisation.

Safeguarding Our Customers

Take an active role in the safety of yourself, your contractors and your colleagues, the facility and customers. Take action to report any potential hazard.

- You are expected to understand and fulfil your role (following training) in:
 - Edinburgh Leisure's Health and Safety policy
 - Edinburgh Leisure's Child Protection policy
 - Your venue's Emergency Action Plan (EAP)
 - Your venue's Normal Operating Plan (NOP)
- Promote sustainability which will benefit staff and customers.
- Manage and design the carbon reduction programme which will have benefits for staff and customers.
- Ensure contractors work complies with Health & Safety regulations, via RAMS and Insurances are appropriate for contractors.

Problem Solving

- Seek solutions to keep the organisation running at optimum energy efficiency while reducing carbon emissions.
- Analyse progress against strategic targets, adjusting actions and objectives to maintain progress, ensure compliance and strive for best practice.
- Analyse researched propositions from the Energy and Sustainability team to assess for feasibility and application within Edinburgh Leisure.
- You need to be able to review and analyse significant quantities of data, using expertise to make adjustments based on factors such as climate, projects and venue usage to be able to prepare annual budgets.

Impact on Organization

- This role has an organisation wide impact by reducing Edinburgh Leisure's carbon emissions, energy expenditure and embedding sustainable behaviours throughout our staff and customer base.
- Ensure Edinburgh Leisure is compliant with relevant legislation, schemes and legally required data submissions such as ESOS and public bodies climate change duty.
- Establish and develop working relationships with staff to ensure a fundamental understanding of the importance of sustainability within our organisation and the potential impacts.
- In line with Edinburgh Leisure's values focusing on social consciousness, promote our work in sustainability and journey towards net zero carbon.

JOB DEMANDS

Physical	This post involves a combination of office work (75%) and site contact (25%). Hybrid working is available.
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	A reasonable level of fitness is required to carry out the role, which will involve sitting, standing, and walking.
Mental	The role will require leadership, attention to detail and the ability to balance competing priorities. You must be able to respond to unplanned situations effectively and manage expectations from venues and departments, to ensure the business continues to meet their objectives. Involves a lot of visual concentration – analysing energy management software, inspecting venues, reviewing work that has been carried out. There is also a need for work with more intense concentration (such as preparing reports).
Emotional	The role can be high pressure and involve prioritising competing demands with limited timescales. You may encounter resistance to change and must be able to navigate this professionally to find a beneficial solution.
Environmental	This role involves working from the Facilities Management base, within venues and from home. Occasional attendance at external events may be required.

PERSON SPECIFICATION

Qualifications and Attainments:	
Essential	Desirable
Degree standard qualification in the energy, environmental, carbon, climate change or Sustainability fields. Evidence of continuous professional development.	
Knowledge and Experience:	
Essential	Desirable
Extensive knowledge in Energy & Sustainability, carbon management or utility management. Substantial experience of leading others (including team members, suppliers, contractors, workers or employees) to deliver corporate goals. Extensive experience in budget setting and management. Experience managing large energy contracts. Experience of energy software, monitoring and targeting systems. Significant experience analysing data sources, identifying anomalies and seeking solutions. Knowledge of key issues relating to climate change and sustainability. Evidence of being able to influence corporate strategy using technical experience. Able to produce reasoned and compelling reports.	Experience ideally in a multi-site organisation. Knowledge of leisure and sports industry. Technical knowledge of PV systems and combined heat and power systems.
Behaviour Standards	Leadership by EVERYONE & MANAGER

DISCLOSURE/PVG REQUIREMENTS
BASIC

I have read and understand this job description and I am clear about what is expected of me in this job.