



## Role Description & Person Specification

# Senior Estate Decarbonisation Officer - Department of Infrastructure

## Public Estates and Housing (2 years LTA)

### What will you do?

The Facilities Management service manages the maintenance and refurbishment of a range of buildings across the Government property portfolio, enabling the delivery of customer services to the public.

The IOM Government's property portfolio is very wide ranging and includes:

Educational Establishments	Sports Facilities	Health Buildings
Entertainment Facilities	Primary Care Buildings	Social Care Buildings
General Office Accommodation	Justice Facilities	Utility Buildings

The role of the Senior Estate Decarbonisation Officer (SEDO) involves facilitating energy conservation by identifying and implementing options for saving energy, leading awareness programmes and monitoring energy consumption. As such, the SEDO will play a critical role in the successful implementation of energy conservation and demand management programmes within Government.

### What does that involve?

The Senior Estate Decarbonisation Officer will:

Develop, coordinate and implement strategies and policies to reduce energy consumption, bills and greenhouse gas emissions

Redesign processes, retrofit buildings and equipment, and plan energy-related systems for new projects, putting forward recommendations to Senior Management through the provision of advice, briefings, presentations or written reports

Review suitability of renewable and sustainable energy resources within Government and raise the profile of energy conservation

Develop solutions for carbon management and emissions reductions

Coordinate energy reduction initiatives such as energy champions

Review new and existing technology for suitability

Collate base energy and carbon reductions data associated with upgrading building fabric items, plant and equipment.

Implement and manage a standardised process for building benchmarking.

Assist in the collation of a targeted capital investment programme for building fabric upgrades in order to facilitate carbon neutral heating.

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Provide technical and practical advice and offer training on energy efficiency

Develop promotional activities and materials to publicise particular schemes

Liaise and negotiate with contractors, the building supplies industry and other relevant organisations such as consultants and manufacturers on renewable technologies.

Keep up to date with relevant legislation

Support Senior Management in the delivery of Revenue and Capital Schemes, providing advice on planned energy requirements, cost-benefit analyses, specification of appropriate plant and energy sources and interpret design plans and briefs for implementation

Evaluate energy use and design energy programmes that increase efficiency and reduce energy-related costs

Support Senior Management in times of leave or absence where required

Line Management responsibility for the Energy Project Officer

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and conditions of employment.

The contents may be amended from time to time subject to developing service needs although such amendments would occur following appropriate consultation with the post holder.

### **Budget Responsibilities**

The post does not carry any delegated Financial Authority

### **Responsibilities and Governance**

- The post holder will embrace the principles of the IOM Corporate Governance and adhere to all policies and procedures in place
- The post holder may be exposed to confidential material, environments and individuals
- Keep abreast of changing and new legislation / regulations, best practice and new working processes

### **Training**

- This post requires continued professional development (CPD) and the successful candidate will be required to undertake formal and general CPD

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
5 GCSE's at grade C or above	E	CV/Certificates
Degree in energy engineering, sustainable energy or climate change OR Degree in Construction, Engineering or Environmental Science OR Diploma or foundation degree in building technology, business studies, engineering or environmental studies	D	CV/Certificates
Ability to interpret data and recognise trends and exceptions	E	CV/Interview
Evidence of Continued Professional Development	E	CV/Interview
Experience in writing policies	E	CV/Interview
Experience leading processes / project management	E	CV/Interview
Familiarity with Government Financial Regulations	D	CV/Interview
Experience of line management responsibility	E	CV/Interview
Builds supportive relationships	E	Interview
Has open conversations	E	Interview
Addresses the issues	E	Interview
Is professional and credible	E	Interview
<b>Capability</b>		
Ability to work to deadlines and prioritise workloads	E	CV/Interview
Good knowledge of Microsoft Word, Excel and other Office programs	E	CV/Interview
Clear and fluent in both written and oral communications with experience of writing reports and business cases	E	CV/Interview
Aptitude and ability to solve technical problems	E	CV/Interview
Experience of operating and interrogating Building Management Systems	D	CV/Interview
Ability to lead and focus stakeholder groups	E	CV/Interview
Have an understanding of the need to manage financial budgets	D	CV/Interview
Future focussed	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
<b>Character</b>		
Trust and is trusted	E	Interview
Inspires, motivates and empowers	E	Interview
Has positive energy and drive	E	Interview
<b>Other requirements</b>		
Isle of Man Worker	D	Application
Valid driving licence	D	CV