



## **Assistant Facilities Manager (Property and Energy)**

### **Reporting to Facilities Manager**

#### **The Role**

The Society is continuing to develop its ESG (Environmental, Social and Corporate Governance) credentials and is now looking for a suitably motivated individual to provide more focus on Energy and Property Management.

The role holder will provide assurance that the Society is meeting legislative and best practice requirements. They will be the first point of contact for Energy and Property issues and queries (Head Office and Branch Network). Work with ESG consultants to understand and assess the impact on the Society and work to make sustainable recommendations.

#### **Key responsibilities are:**

##### **Energy Management**

- Support sustainability requirements and compliance including ESOS (Energy Savings Opportunity Scheme) and SECR (Streamlined Energy & Carbon Reporting).
- Manage all Utilities, producing regular performance updates and identifying areas for improvement.
- Support the Society Net zero objectives through Energy Management in line with objectives.

##### **Property Management**

- Manage the Maintenance of Freehold and Leasehold Branches and any tenanted areas.
- Manage property inspection and long term maintenance plans.
- Ensure and champion Environmental considerations for any property works.
- Monitor and report on Property performance.

#### **The skills and experience required are:**

- Investigative and problem solving skills
- Good administrative skills, with an attention to detail and accurate data input
- IT literacy including Microsoft Excel and Word
- An understanding of Environmental legislation and other regulatory policies is required.
- Ability and willingness to take personal responsibility
- Ability to communicate effectively
- Respond positively and flexibly to working within a pressurised environment.
- Be able to propose and implement new ideas
- Confident in undertaking independent research into sustainability, energy and net zero related topics.
- Enthusiasm and passion for Sustainability

## **Values, Member Commitments and Leadership Competencies**

We take pride in our Values, Member Commitments and Leadership Competencies, as they detail the way we should lead and behave towards both customers and colleagues alike. They are central to our behaviours to ensure that the customer is at the heart of everything that we do:

### ***Our Values***

- Be Passionate – make a difference
- Care – do the right thing
- Be Real – authentic & transparent
- Do it Today – be resourceful & work efficiently
- Own It – take responsibility
- Better Together - Collaborate

### ***Member Commitments***

- Listen to your ideas to make our products & services right for our members
- Promote our products & services in a clear and balanced way, showing the risks as well as the benefits
- Product rates fairly reflecting the benefit of being a mutual, run for the benefit of members
- Give you time to consider whether the product you have chosen is right for you
- Deliver what we promise and if we get it wrong, take responsibility and explain to you why and how we can put it right
- Commit to acting responsibly and in a sustainable way to support our future members and wider society
- Play an active role in our local communities, working with local community groups, schools & charities.

### ***Leadership Competencies***

At the West Brom we support our people to be the best leaders that they can be. By communicating expectations clearly we can identify development needs, address these and in doing so improve individual, team and business performance, thereby supporting our Purpose. This will lead to us all achieving our potential and delivering our best to customers.

#### **LEADING SELF**

Personal Impact, Accountability, Self, Initiative, Resilience, Integrity and Development Needs.

#### **LEADING PEOPLE**

Motivates Others, Manages Relationships, Is Agile, Makes Decisions, Communicates Effectively, Coaches Others, Delegates & Influences.

#### **LEADING BUSINESS**

Managing Risk, Thinking Strategically and Creatively, Using Analysis to Drive Insights, Maintaining Customer Focus and Advocating Change.