

JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** |
| **Job Title:** Energy Manager  **Reports to:** Head of Sustainability  **Directorate:** Estates  **Job Reference:**  **No of Job Holders:** 1 WTE  **Last Updated:** September 2023 |

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| **2. JOB PURPOSE** |
| To manage, assure, and be accountable for compliance with statute, regulation, guidance, and best practice across NHS Fife from an Environmental and Sustainability perspective. This will involve implementing policies and procedures in relation to all energy and utility issues across the board.  This post will also be responsible for bill checking, dealing with queries, and new site additions or removal for the Estate.  Will implement policy and develop local procedures to ensure NHS Fife is compliant with legislation in the area of Environmental and sustainability-related activity ensuring that the work is delivered timeously and efficiently. Will be a focal point for advice on Energy efficiency and will lead and develop energy efficiency measures across the organisation. Recommend priorities to Estates Management for Energy Efficiency measures within the allocated budget to ensure that resources are allocated correctly, and solutions developed represent value for money.  To be accountable for the delivery of Energy advice to NHS Fife facilities ensuring the optimum environment for staff, patients, and the public, and to advise on new build and refurbishments, providing information on the most suitable energy option for NHS Fife Estate.  Will lead and develop energy efficiency measures across the organisation, driving and managing change towards a more energy-efficient estate, including strategic planning of energy use and supply.  To support the development and maintenance of the organisations energy policy and strategy. Also responsible for the development of energy performance measures to maintain progress in energy reduction of both an administrative and practical nature.  To act as a representative for NHS Fife on energy, attending such meetings as is deemed appropriate and relevant to the post.  Monitor all relevant Energy efficiency works, with required input from NHS specialist services and staff when required, to ensure that the customer and/or Project manager is kept informed of any issues that endanger agreed timescales and budgets.  Manage a QA system that ensures all documents sent out are numbered and have gone through a robust checking process.  Responsible for managing sub-contractor design from an energy perspective, to ensure all schemes and projects are as energy efficient as possible within available funding.  Will manage priorities within the allocated maintenance budget to ensure that resources are allocated correctly and solutions developed represent value for money. |

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| **3. DIMENSIONS** |
| The postholder provides an essential service within NHS Fife and it’s requirements to comply with Scottish Government policies and legislation, working internally with senior levels of management and externally with bodies including Health Facilities Scotland and architectural, mechanical and electrical consultants respective to various technical disciplines for project design and management. The dimensions are large:  **NHS Fife** **Budget** £734m.  **NHS Fife Population** 367,000.  **NHSF Estate Portfolio**: 2 District General Hospitals, 9 Other Hospital Sites (including Mental Health) and 40 Community Premises  **Total Estates Staff**: 128 WTE  **Total Estates Budget**: Fuel and Power £ 4.2M pa  Non Pays Revenue Budget £ 13.8M pa  Pays £ 4.5M pa  Total Revenue£ 18.3M pa  NHS Fife Capital Works (variable year on year) max expected … up to £ 25M pa  Delegated authority as an ‘authorised signatory’ for up to £5,000.  Major refurbishment works in NHS Fife link in delivery and spend profiles to NHS Fife’s clinical strategy, also the Property and Asset Management Strategy. Integration of the aims of the ‘Getting Better in Fife’ healthcare improvement plan into the capital planning program is essential. |

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| **4. ORGANISATIONAL POSITION** |
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| **5. ROLE OF DEPARTMENT** |
| The role of the Estates Department is to undertake the necessary managerial, technical and professional responsibilities associated with providing a safe, secure and appropriate environment for patients and staff for the delivery of healthcare within NHS Fife.  To contribute to the review and update of a long-term, prioritised Property and Asset Management Strategy. This entails planning and implementing appropriate changes to the estate, and in so doing provide the infrastructure necessary for the delivery of NHS Fife’s Strategic Clinical objectives.  To manage a team of Estates and other specialists, as an integrated ‘single system’ for the whole of NHS Fife, that is corporately and professionally responsible for the maintenance and replacement of buildings, engineering assets and equipment. This will incorporate the management of health and safety, fire, medical devices and utilities services ensuring, as far as is reasonably practicable, that NHS Fife complies with all applicable statutory instruments and mandatory requirements necessary for the safety of patients/clients, staff and visitors.  The Estates Directorate currently leads on Sustainable Development for NHS Fife and this post sits within in the Sustainability Team which has responsibility for energy and utilities costs and infrastructure management for the whole of NHS Fife within a wider programme of sustainability and climate change actions and targets.  Significantly the role of this postholder also covers development and delivery of a comprehensive utilities management service, set and manage budgets, which supports the directorate and corporate sustainability targets. |
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| **6. Key Result Areas** |
| 1. Support and contribute to NHS Fife’s Environmental and Sustainability Compliance and NHS Scotland Climate Change Strategy 2. Ensure adequate financial control is in place to meet financial targets and ensure compliance with SFI’s in all relevant Energy Projects. 3. Ensure Safety is paramount in all solutions developed and follow SHTM and best practice for all projects. 4. Develop local Energy procedures for the organisation to ensure the estate is maintained to the best possible level with the funding available. 5. Contribute to development and management of utilities software/hardware system. 6. Contribute to development of the NHS Fife Energy plan and strategy with the support of colleagues, escalating any area where support is not forthcoming. 7. Ensure resources are utilised as efficiently as possible to meet the required workload of the post. 8. Develop and manage a network of Energy enthusiasts and a Fife Wide campaign on energy reduction which will be refreshed on at least a six-monthly basis. 9. Will be required to check settings etc, must be able to use fine measurement tools for energy monitoring and checking and monitor BMS systems and advise for optimum performance. 10. Develop net zero strategies for NHS Fife to meet 2040 targets. 11. Must be able to manage multiple projects and deliver results to time and cost pressures. 12. Responsible for ensuring new project works allocated are to the correct specification and free from defects in consultation with other members of the NHS Compliance, Projects and Operations Team as appropriate. 13. Will develop and implement arrangements for energy performance management and monitoring including managing responsibility for metering, including development of plans to integrate into the BMS system, in conjunction with the local Estates teams. 14. Must be flexible and adaptable to constantly changing circumstances and requirements and able to arrange own workload within overall framework of team objectives and requirements. 15. Support representation locally and nationally on Energy advisory groups and support development of relevant national guidance through membership of appropriate national groups. 16. Will have the ability to manage and source new funding for energy efficiency schemes and develop projects under an agreed value. 17. In conjunction with the Head of Sustainability, develop forward thinking energy reduction schemes with an emphasis on energy reduction and efficiency. 18. Support the Estates teams by overseeing and applying for SG funds via the decarbonisation scheme 19. Be responsible for energy billing issues, ensuring all utility and energy billing issues are controlled and represent best value for the organisation. 20. Be able to investigate, develop and implement new methods and operating protocols for existing systems to optimise efficiency and lower operating costs. 21. Lead on government and other targets/legislation such as building assessment reports/MCPD etc. 22. Any other relevant duties appropriate to the overall role and general responsibilities of the post. 23. Develop a metering strategy in conjunction with national requirements and best fit for the board. 24. Carry out energy audits and surveys using thermographic cameras. |

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| **7a. EQUIPMENT AND MACHINERY** |
| The work will require a mix of time spent using a desktop computer with specialist software, and away from the office. A reasonable amount of time will be spent visiting buildings services and sites.  Visit sites and service and inspection of equipment relevant to the environmental aspects register, wearing appropriate personal protective equipment and complying with relevant site rules or legislation.  May include the following;   1. Specialist monitoring equipment (Light, Noise, Heat, Electricity, Gas etc). 2. Computers – Word, Excel, Outlook 3. Building services control panels. 4. Boilers and other Building heating, DHW and ventilation systems |
| **7b. SYSTEMS** |
| Programming of Microsoft Office software for engineering calculations, report writing, policy and operational manuals, training literature etc.  In depth knowledge of platforms for EnMS and the operation of the system (Systemslink/eSight).  Awareness of IT and quality management systems across the range of NHS Fife services and functions, specifically 3i, DATIX, Agility, QPULSE.  E-Financial systems to authorise purchase orders, GRNs and invoices.  Intranet and Internet used to source information relevant to the Post and Organisation, including access to documents on Legislation, Guidance notes, Technical Memoranda, British Standards, weather information, equipment maintenance and problem solving manuals.  Group wide system for electronic mail. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| The Post holder reports directly to Head of Sustainability, who discusses and assigns work through a general framework of strategic objectives and regular response to the department's workload.  The postholder will identify and initiate such activity within his/her sphere of responsibility as he/she judges to be in the interests of the NHS Fife operational units. A proportion of the post-holders duties will be self-generated through analytical trouble shooting and system development.  Supervision is through informal ad hoc discussion and the review of meeting objectives.  A review of workload is undertaken at least monthly with the line manager, and operational managers, where activity and priorities are discussed and reviewed.  The postholder will work within the context of statute, Scottish Management Executive guidance and requirements; hospital policies, procedures and budgets; SLA and business planning cycles.  Objectives will be set and reviewed by the Head of Sustainability. |
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| **9. DECISIONS AND JUDGEMENTS** |
| The postholder is required to make decisions using their own initiative and judgment and is required to manage and prioritise workloads accordingly. The postholder analyses a wide variety of highly complex information.  The outcome or action that the postholder decides to utilise requires evaluation of a range of possibilities before determining appropriate action, particularly about unplanned incidents often in a demanding time frame.  The postholder is responsible for the development of relevant procedures that affect his/her area of responsibility, some of which require a later adjustment and review, due to, for example, changes to Health & Safety Legislation, Financial restrictions, etc.  The postholder plans, organises, and manages daily, weekly, monthly, and yearly work programmes and events, for both them and the team they work within. These can be complex as they have specific standards which must be met and specific outcomes that the organisation requires.  Within a defined geography and for delegated NHS Fife-wide duties, the postholder must prioritise the variable and unpredictable workload using the best mix of in-house and contractual labour. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| To manage the provision of high quality, effective, responsive service over a large and challenging geographical location whilst, at the same time, ensuring value for money, working with reduced resources, and matching workload to these resources.  This requires a flexible approach to service delivery, excellent communication skills, teamwork, and the ability to work closely with and monitor in-house trade staff and contractors’ performance, quality, value, and timescales.  Effective engagement and communication across sites and services across NHS Fife  Supporting devolved responsibility for energy management whilst maintaining an organisational overview and ensuring compliance. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Skills required include the ability to undertake/give: -**   1. training (devise and update programmes) 2. presentations 3. persuasion 4. instruction 5. counsel 6. unpleasant news 7. Prepare risk assessments and method statements for DEL and contractors. 8. Provide complex information/data from various portals and software systems   The postholder generates and receives both complex and contentious information which can be sensitive in terms of planning and finance with NHS Fife pursuant organisations such as architects, surveyors, engineers, local authorities, etc, when building projects are being planned (e.g. different organisations have different standards/policies).  The postholder requires to be highly skilled and adept in negotiation, persuasion and interpersonal skills. The number of functions managed means that the range of requisite work contacts is considerable.  Against this background the principal contacts are:  **Within the Health Board**  Senior NHS managers throughout the Estates Departmental  Supporting staff Project Managers  Compliance Team Staff  **Out with the Health Board**  HFS, NSS, Architects, Consulting Engineers, Chartered Surveyors, Local Authority Planning and Building Control staff, contractors and suppliers, Scottish Water, SEPA, Utility Suppliers, Staff Associations and PFI Providers. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**   1. During normal working the postholder is largely sedentary. The post will at times involve a travel across the NHS Fife Board area. The post will also involve a considerable amount of travelling. 2. The postholder will frequently travel around NHS sites auditing and assessing energy and environmental issues, which will require travelling between sites; 3. The postholder will be required to travel around Scotland and beyond as part of his/her membership of various local, national and international bodies.   **Mental Effort:**   1. The postholder will be required to have excellent critical appraisal skills, with the ability to provide and receive large amounts of complex information, along with the ability to provide rapid and accurate dissemination of complex information, taking into account barriers to understanding in the recipient; 2. There will be a frequent requirement for the post holder to undertake prolonged concentration when considering and preparing reports, whilst facing interruptions.   **Emotional Effort:**  It is expected that the post holder’s exposure to distressing and emotional circumstances will be rare.  **Environmental**   1. The postholder will be mainly office based although a hybrid approach of home and office working is encouraged 2. Light physical effort, but infrequent exposure to inclement weather and harsh working conditions during site visit and investigation. 3. Working in areas and on equipment where dust, dirt, heat, humidity and where body fluids, effluent and fumes may be present. 4. Working in areas that are under construction. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| The postholder must be educated to Degree level, or equivalent, in one of the relevant Building or Engineering disciplines with some experience and/or qualification relating to Energy management.  Substantial relevant industry experience preferably a significant position of managerial responsibility. Responsible for works on Building and Engineering Systems, therefore broad experience required. Member of a major professional institute e.g., CIOB, IHEEM, CIBSE to incorporate Status.  A professional qualification in Project Management is desirable  On-going training and experience – specialist work, building knowledge, legislation [Statute, H&S, NHS, Local Authority]  Competent in use of Information Technology – MS Office, Auto CAD, Project. Knowledge of Statutory Instruments –  Building Standards [Scotland]  NHS statutory documents [HTM’s, SHTM’s, HBN’s etc] Water Byelaws  Legionellae [NHS and HSE] Health and Safety  Disability Discrimination Act Planning procedures Building Warrant procedures  Specialist H&S – Confined Spaces, Wood Working Machines, Chain Saw, Agricultural Chemicals,  Construction Design and Management Regulations.  Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23  Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.  Job Holder’s Signature: Manager’s Signature: | Date:  Date: |