



**Affordable homes.
Exceptional care.**

Job Description Energy Lead

Reports to

Head of Development & Asset Strategy

Job Purpose

To manage the corporate energy requirements of Trust’s property assets through development of a strategic approach to energy procurement, management and data analysis. Identifying and investigating where improvements can reduce cost, whilst maintaining comfort for customers and colleagues. Engaging and supporting colleagues and customers in an on-going learning and development programme to minimise energy usage and reduce carbon output

Values and Behaviours

Believe in better

- Strive to make every experience exceptional
- Make every decision and action a responsible one; compliant, ethical, respectful, and good for our planet
- Think commercially and compassionately to deliver exceptional value
- Strive for simple and be data led
- Make incremental improvements every day, to set new standards we can all be proud of.

Here for each other

- Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best
- Promote inclusivity, embrace diversity and recruit on fit first
- Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring.

Love to learn

- Be curious to try, fail and learn by experimenting inside a safe space
- Commit to developing yourself and your skills and others along the way
- Take pride in contributing to the bigger picture, and help us to grow sustainably
- Take the lead. Be confident with your ideas, voice and actions.

Accountabilities

Responsibilities and Accountabilities

- Support the design and delivery of a strategy for planning, regulating and managing energy use across the business.
- Investigate a sustainable energy approach to our existing stock and make recommendations regarding initiatives and capital projects to help reduce energy consumption and Trust’s carbon footprint.
- Lead innovative energy efficiency investment projects which will directly tackle fuel poverty and reduce our buildings carbon emissions. This will include procuring and managing multi-disciplinary external consultants and contractors.
- Carry out horizon scanning for, and make applications for, grant funding available to support for capital works and initiatives aimed at reducing energy consumption and carbon footprints.
- Work collaboratively with our Procurement Manager and Head of Development & Asset Strategy to undertake market research and supplier engagement to inform Trust’s responsible and informed procurement approach to our Commercial Energy supplies.
- In conjunction with the Head of Development & Asset Strategy and the Procurement Manager, maintain existing contractual energy commitments, and procure and deliver all new energy contracts in line with agreed procedures.
- Oversee the contract management of utility suppliers and collaborative framework partners, such as Crown Commercial Services.
- Develop systems for recording, analysing, and managing energy and utilities data and in conjunction with colleagues, ensure that budget management is communicated and applied effectively.
- Line management of the Energy Assistant.

- Oversee the existing maintenance and management of the corporate master utilities asset database, managed daily by the Energy Assistant.
- In conjunction with the Head of Development & Asset Strategy, lead a review of the Heat with Rent & Communal Energy Scheme, and other strategic projects linked to energy management.
- Assist in supplying energy consumption data to be used in annual carbon accounting, environmental and financial disclosures and reports.
- Support the development of learning and education programmes for both colleagues and customers to raise awareness of consumption and environmental pressures and the need for long term sustainable solutions.
- Oversee the management of the void utilities process, in conjunction with the Energy Assistant.
- Develop and prepare regular detailed reports and KPI's on energy usage including information on corporate and customer usage.
- Contribute to the development and implementation of our Sustainability Strategy "*Time to go Green*", which will shape Trust's Net Zero journey.
- Ensure there is a corporate awareness of any government or other relevant stakeholder consultations regarding energy usage and respond on behalf of Trust.
- In conjunction with Customer Experience colleagues offer 'sign-posting' advice on energy suppliers, ensuring that this is given within legislative controls (e.g. FSA).
- Keep up to date with of energy regulations for the sector and advise relevant colleagues accordingly.
- Work cross-functionally across the business, in a collaborative manner, to assist colleagues in supporting our customers with Energy related advice.
- Be an active and effective member of Assets & Sustainability Team and wider organisation contributing to the delivery of strategic business goals, projects and priorities.
- Demonstrate an ability to act as a valued ambassador for Trust in interactions with colleagues, Board members, customers and external stakeholders.

Knowledge and Experience

Essential

- Educated to degree level.
- Data driven with a high level of IT and digital literacy.
- Able to work with autonomy to deliver business priorities and manage workload within a dynamic operating environment.
- Proven experience in process improvements/business development.
- Proven project management experience
- Understanding of the importance of the operational delivery of an accurate corporate energy process.
- Proven ability to identify cost saving opportunities and support delivery of such.
- Experience of contributing to the performance of a successful team with a focus on delivery and continuous improvement.
- Excellent verbal, written, interpersonal communication and influencing skills together with an eye for detail and can-do attitude.
- Possession of a current full UK driving license, with access to a vehicle and able to travel to throughout Scotland as required.

Desirable

- Experience in Energy Management
- Prince 2 or similar project management qualification.
- Knowledge and understanding of commercial contracts, frameworks, and public procurement routes.
- Experience in affordable housing sector or public sector.