

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Energy & Sustainability Manager	Head of Asset Strategy & Planning	Asset Strategy and Planning	Energy & Sustainability	D

<p><b>Job Purpose:</b></p> <p>Develop initiatives, preparing business cases and funding for green energy, carbon reduction and environmental investment programmes. With day-to-day responsibility for delivery/co-ordination of programmes of environmental improvement works.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> <p><b>Leadership Pillars:</b></p> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Strategic Thinking</li> <li>• Innovation</li> <li>• Resilience</li> <li>• Inspirational Leadership</li> </ul>
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### **Key Responsibilities:**

1. Support with developing Your Housing Group's Decarbonisation Strategy, ensuring continual long-term improvement to the energy efficiency of the Group's portfolio.
2. Interrogating, validating, modelling and overall management of energy data, processes and reporting.
3. Investigate and manage new initiatives and external funding opportunities in relation to Energy Efficiency, Eco Homes Principles, Renewable Energy and Sustainability Principles – and support these with relevant cost/benefit business casing
4. Ensure compliance with legislation and governmental targets – including works to ensure the Group meets EPC (Energy Performance Certificate) C by 2030.
5. Manage all income generating energy initiatives and statutory returns including FiT (Feed in Tariffs), RHI (Renewable Heat Incentive), Heat Network Regulations, etc.
6. The Group's ambassador for environmental sustainability, undertaking research at a national level by creating professional networks, to develop and influence legislation and best practice.
7. Develop and maintain all SAP/Energy property data and associated databases to ensure it is accurate and reliable reports.
8. Provide coaching, guidance and training to employees, Board members and external stakeholders, raising awareness and understanding of ways to protect the environment.
9. Research grant funding relating to energy efficiency and conservation and lead on the preparation of bids to obtain this funding. Monitor all bid requirements throughout the delivery stage of projects, ensuring all funding requirements are adhered to.
10. Collate, analyse, model and interpret data (such as RdSAP (Reduced Data SAP) data) to inform the Decarbonisation strategy.
11. Support the understanding of customers preferences and energy performance to deliver benefits to customers and improve the overall sustainability of the Group's portfolio.
12. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Environmental &amp; Sustainability challenges and opportunities</li> <li>• Building Regulations, British Standards, Approved Codes of Practice, CDM regulations, health &amp; safety legislation and the Regulatory Framework for Social Housing</li> <li>• Drafting and implementing policies and procedures, including those relating to energy &amp; sustainability</li> <li>• Asset management principles</li> <li>• Grant Funding initiatives</li> <li>• Technical &amp; Practical understanding of energy improvement technologies</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent data analysis and report writing skills to facilitate effective decision making</li> <li>• Ability to communicate complex information, to aid understand</li> <li>• Solid negotiation skills</li> <li>• Ability to build solid working relationships with colleagues at all levels</li> </ul>	

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing energy/decarbonisation strategies, financial modelling &amp; asset management plans to improve energy &amp; asset performance</li> <li>• Proven track record of attaining external funding</li> </ul>	
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent relevant technical qualification e.g. RICS (Royal Institution of Chartered Surveyors), CIOB (Chartered Institute of Building), CEnv (Chartered Environmentalist) or similar</li> </ul>	<ul style="list-style-type: none"> <li>• NHER (National Home Energy Rating) Assessor</li> <li>• DEA/NDEA (Domestic/Non-Domestic Energy) Assessor</li> <li>• Retrofit Coordinators / PAS 2035</li> </ul>

<b>People Management Responsibility?</b>	Line management responsibility, including coaching, development and performance management
<b>Budgetary Responsibility?</b>	Budgetary Responsibility
<b>Key Relationships (internal/external)</b>	Asset Strategy & Building Safety Directorate, Fix360, Housing Operational Teams, Finance Teams, Local Authorities & Consultants
<b>Safeguarding of Children Young people and Vulnerable Adults</b> Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.	

<b>Key Role Performance Indicators</b>
<ol style="list-style-type: none"><li>1. Complete options appraisals of assets within agreed timescales</li><li>2. Deliver divestment outputs within agreed timescales</li><li>3. Complete stock performance data reviews to support annual programmes planning</li><li>4. Deliver project deliverables set out in business cases.</li></ol>



<b>Date Role Profile Created/Updated:</b>	<b>January 2022</b>
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