

## JOB DESCRIPTION



<b>Job Title</b>	Estate Manager – Energy & Compliance	<b>Duration</b>	Permanent
<b>Division</b>	Design, Estate and Future Plan	<b>Hours/FTE</b>	36 hours per week, full-time
<b>Dept</b>	Estate	<b>Salary</b>	£38,630 - £42,231 per annum
<b>Reports to</b>	Head of Estate	<b>Direct Reports</b>	None

### Context

The Estate department is responsible for the ongoing maintenance and upgrading of buildings and services across the Estate. The Estate Department provides and manages all the technical services such as engineering, building surveying and Estate management, housekeeping and plays an integral role in the delivery of capital projects the team work with colleagues across the whole organisation to ensure the buildings are safe, always fit for purpose and beautifully presented. They also manage a number of conservation, restoration and refurbishment projects, and manage all back of house spaces and facilities.

This is a new role and one that is crucial in terms of successful operational management throughout the Estate. As with Sustainability Energy is a major consideration with all aspects of the Estate including business as usual, projects and exhibitions. The Museum has a mandatory obligation the ensure the Estate is compliant and adheres to statutory requirements.

### Main Purpose of job

The role of Energy & Compliance Manager is responsible for monitoring compliance related maintenance procedures, ensuring practices are in-line with current legislation and conducting all site service checks ensuring the entire Estate is fully compliant. The role includes desktop-based analysis and audits to identify energy savings and ensuring best practice through energy data management and reporting.

The post holder will manage the asset database to ensure it is always maintained current and up to date, this will require close liaison with engineering teams and subcontractors to ensure that all asset replacements are identified and updated in the database as they occur, as well as understanding and implementing the asset hierarchies as defined by the Asset Manager System.

### Key Responsibilities

#### Compliance

Identify Estate managed Assets with Statutory aspects of servicing required.
Be responsible for measuring compliance status on a monthly basis and preparing a report for the Head of Estate.
Liaise with various departments and contractors to ensure statutory visits take place and paperwork is received.
Ensure Estate maintains detailed records of statutory servicing and follow up on any remedial works all service reports.
Undertake regular compliance audits, reviewing all documentation from in-term and sub-contractors.

Review the efficiency of controls mechanisms.
Draft, modify and implement Museum policies and procedures.
Review and revise procedures, reports etc. periodically to identify hidden risks or non-conformity issues.
Review the work of colleagues when necessary to identify compliance issues and provide advice or training.
Keep up to date regarding regulatory developments within or outside of the sector as well as evolving best practices in compliance control.
Prepare reports for senior management and external regulatory bodies as appropriate.

### **Energy Management**

Monitor and report energy usage across the Estate.
Collect data and analyse historical trends to both forecast energy consumption and to also compare different periods.
Monitor consumption trends and identify any anomalies or changes in both historical and current utility consumption.
Work with colleagues to identify energy and carbon reduction opportunities.
Prepare a monthly energy report.
Provide budgeting data and comparisons to display actual spend, vs budget forecast across the recorded utilities.
Bill validation of all utilities.
Be an active member of the South Kensington Energy Consortium.
Keep up to date with changes in energy regulation and best practice.
Present quarterly energy statistics to the sustainability panel and compile a high-level dashboard of data.

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role*

## PERSON SPECIFICATION

Job Specific	<ul style="list-style-type: none"> <li>• Proven experience as a Compliance Manager and/or Energy Manager in a similar environment</li> <li>• In-depth knowledge of the industry's standards and regulations</li> <li>• Excellent knowledge of reporting procedures and record keeping</li> <li>• Confident working in both a busy team environment and on their own initiative with the ability to work under pressure and adapt to changes in priorities</li> <li>• Highly analytical with great attention to detail</li> <li>• Ability to carry out desktop compliance audits, compliance reporting, and data management</li> <li>• Working knowledge of Concept Evolution or an alternative CAFM system</li> <li>• Knowledge of building compliance regulations and statutory requirements</li> </ul>
Core Skills	<ul style="list-style-type: none"> <li>• Extensive knowledge of Microsoft Office Packages including but not limited to Excel, Word and PowerPoint.</li> <li>• Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis</li> <li>• Excellent communication skills and experience of liaising with senior management both internally and externally</li> <li>• Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties</li> <li>• Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines.</li> <li>• Quick to pick up new skills and knowledge</li> <li>• Flexible team player with a positive, proactive and enthusiastic nature with a high desire to succeed</li> </ul>
Behaviours	<p><b>Respects</b> others' expertise, time, perspectives and contribution.</p> <p><b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes</p> <p><b>Open to change</b>, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p><b>Works with others</b> outside their own department in a collaborative, understanding, and, engaging way.</p>
Desirable	<ul style="list-style-type: none"> <li>• Qualification in, but not limited to, the management of Compliance and/or Energy.</li> <li>• Specific knowledge of or experience in the museum and heritage sector</li> <li>• Formal project management qualification</li> </ul>

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.