## Energy Management Responsibilities in Your Organisation

## Role Purpose:

An Energy Manager aims to deliver and validate energy, carbon, and cost reductions. They should also be able to identify and implement energy efficiency measures, low- and zero-carbon solutions and operational best practices.

For most arts and cultural organisations there will not be a dedicated Energy Manager, but a member of the team that will hold responsibility for monitoring energy, liaising with finance personnel on the energy contract and overseeing implementation of energy efficiency projects.

Energy management at its core is about analysis, review, and planning. It is best suited to a member of the organisation that does not have to be reactive to the operational needs of the day – e.g. someone on maintenance that is needing to set up rooms, fix leaks etc. The person with responsibilities for energy management should have a routine of looking at the data, providing senior management with monthly or quarterly energy performance reports and building business cases for upgrades, co-ordinating with colleagues on when equipment should be set to turn off and on and then liaising with contractors and solutions providers to install new equipment.

# The purpose of this role is:

# To develop and manage an energy management policy and programme.

# To monitor and manage energy effectively within the organisation.

# To identify, develop and implement new energy-related opportunities.

# To ensure compliance with any relevant legislation.

# To engage with staff in good energy management practice.

# Primary Objectives and Tasks:

# A person with responsibilities for energy management in the organisation should:

# Maintain a thorough understanding of the legal, technical and compliance issues which affect the organisation.

# Measure, monitor and report on energy consumption and carbon emissions.

# Identify opportunities to reduce carbon emissions and calculate potential savings in terms of kWh, CO2 and cost.

# Identify energy strategies, developing these into working projects through to delivery.

# Verify savings post-implementation.

# Support energy procurement.

# Support wider sustainability and corporate social responsibility objectives.

# Engage with staff to support behavioural changes around energy use.

# Core Competencies:The person with responsibilities for energy management should have core competencies in the following:

* Core competencies in building energy management.
* A full understanding of building auditing and benchmarking.
* Working knowledge of Building Management Systems (BMS) and control theory.
* Knowledge of the main techniques and technologies which support the efficient use of energy.
* Understand the workings of Heating, Ventilation and Air Conditioning (HVAC), refrigeration, lighting and IT equipment.
* Ability to prepare building energy reports.
* Ability to carry out energy surveys and feasibility studies of energy technologies.

# Skills Specification Qualifications

The person should ideally have the following skills and qualifications:

* STEM degree (for small organisations – someone that is comfortable with numbers, using a spreadsheet).
* Chartered Energy Engineer/Manager (relevant for large arts organisations).
* Relevant professional membership e.g. CIBSE, Energy Institute, AEE.
* Specific energy efficiency / low carbon qualifications.
* Experience of energy management, including energy procurement and compliance.
* Knowledge of the principle of energy using equipment and control.
* Ability to interpret energy data and use this as a basis for reduction strategies.
* Knowledge of low- and zero-carbon technologies.
* Experience in energy efficiency and wider sustainability.
* Project management skills.
* Deliver work efficiently and on time.
* Exceptional report writing skills with ability to communicate technical issues effectively.
* Strong verbal communication skills.
* Good team-working skills.