

Summary

Job title	Energy and Carbon Programme Manager
Division	UAS
Department	Estates Services
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ / part virtual
Grade and salary	Grade 10: £61,198 - £70,918 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Environmental Sustainability
Vacancy reference	166921

The role

The Energy and Carbon Programme Manager will report directly to the Head of Environmental Sustainability and has oversight of the energy and carbon section of the Environmental Sustainability team. This includes ensuring the University's successful carbon management programme continues to deliver financial and carbon savings, ensuring implementation of the Sustainability Design Guide within the University Capital Programme, maintaining compliance with energy legislation and ensuring building controls are managed in a sustainable way

The Environmental Sustainability team advises, enables and supports the University community to achieve its environmental strategic goals of net zero carbon and biodiversity net gain. The team has recently expanded to approximately 19 fte in order to deliver the University's ambitious environmental sustainability strategy, adopted in March 2021. This role will focus on people and programme management to accelerate the delivery of our carbon reduction work.

Responsibilities

- Lead the team to develop and promote the University Carbon Management Strategy and financial delivery plan, including:
 - Securing and managing budgets and programme of works necessary to deliver carbon management plan
 - Responsibility for delivery of projects to the agreed programme
 - Submitting bids for external funding for carbon reduction projects with an approximate value of £5m / year
- Direct the progress of the Carbon Management Programme:



- Define project business processes, embedding such processes, generating awareness; user training; post roll out evaluation and further adaptation as required.
 - Attending programme management board to report on the progress of the carbon management programme
 - Proactively monitor projects, ensuring a consistent approach to the delivery of projects within the programme, escalating or initiating management interventions wherever gaps in the programme or projects are identified, or issues arise.
 - Participating in and actively supporting the Soft Landings process
3. Provide leadership, management, direction and development of the team, especially in the key areas of energy management, carbon reduction, and buildings controls. Each of these sections influence the University's multi-million pound annual utility bill. To keep abreast of changing legislation and good practice and ensure that the University is complying with its statutory responsibilities and is also aware of the financial and practical implications of new and future legislation.
 4. Authoring reports and provide recommendations and supporting documentation to University committees to support the strategic decision making of the University relating to the implementation of the Environmental Sustainability strategy.
 5. Be responsible for the implementation of the Sustainability Design guide
 - Providing guidance and expertise to the Estates Services Programme Managers and Project Manager on the application of the Sustainability Design Guide
 - Continuously monitoring the effectiveness of the Sustainability Design Guide and updating as necessary
 - Working with Building Services colleagues to ensure the technical detail on projects aligns with the guide.
 6. Manage and lead the carbon, energy and water management function of the team (approx. 12fte) to ensure the continued reduction of carbon emissions from the University estate, energy management to ensure legal compliance, efficient energy consumption, well managed energy procurement and the efficient use of heating and ventilation controls. Carrying out PDRs for the section leads, dealing with personnel issues and overseeing their training programme.
 7. Arranging and delivering induction sessions and continual professional development courses for Estates Services colleagues, the wider University and contractors on construction sustainability standards such as Passivhaus and enerphit.
 8. Contributing to the team's organisation of work overseeing the development of processes, templates, naming protocols and filing structures.

Other duties as directed by the Head of Environmental Sustainability to meet the demands of the service.

Selection criteria

Essential selection criteria

- A good first degree, or equivalent
- Significant management experience and proven ability to lead, coach and develop a team
- Significant programme management experience with a flair for data management to enable institutional understanding of progress
- Demonstrable experience of successfully defining, authoring and embedding policy and process for a major organisation

- Experience in developing, managing and controlling budgets
- Well-developed influencing skills with the ability to communicate effectively with a wide range of stakeholders
- Demonstrable ability to act as a team participant and to work pro-actively and independently with demonstrable problem-solving capability with ability to maintain a collaborative approach, to be self-motivated and resilient
- Demonstrable excellent written skills and experience of preparation of formal and informal reports, including financial reports, technical briefing documents and guidance documents, able to formulate and defend a position or opinion
- 'Can do' attitude using an evidence base to come up with solutions and suggestions

Desirable selection criteria

- Working in a large and complex organisation
- Evidence of formal training in project management

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Driving on University business
- Travel outside of Europe or North America on University Business

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- University security screening (eg identity checks)

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff.
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: [Home | Estates Services \(ox.ac.uk\)](#)

The Estates Department holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research.
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.