

JOB DESCRIPTION

Job Title	Apprentice Junior Energy Manager
Pay Band	Apprentice
Department	Operational Estates
Division	
Reports to	Estates Energy & Sustainability Manager
Professionally Responsible to	Director of Operational Estates
JOB SUMMARY	
<p>Alongside the completion of their apprenticeship the Apprentice Junior Energy Manager will support the Trust Energy & Sustainability Manager with the efficient management of utilities across the Trust estate as well as playing a part in delivering the measures that will support the improvement of efficiency and the reduction of carbon emissions, in line with the Trusts green plan and associated targets.</p>	
TEAM/DEPARTMENT STRUCTURE CHART	
To be confirmed	
KEY SKILLS	
<ol style="list-style-type: none"> 1. Good level of mathematics ability 2. Ability to problem solve and learn data analytical skills 3. Ability to understand and put into practice basic engineering principles around energy & HVAC infrastructure 4. Ability to multi-task 5. Excellent communication & persuasive skills 6. Demonstrable organisational skills including prioritisation and time management 	
KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Commitment to the completion of their apprenticeship as a Junior Energy Manager in conjunction with carrying out their role in the trust. 2. Oversee the collation of utility data in the Trusts Bureau Service, from a large number of sources, using this data to understand utility billing; utility tariffs; baselining; wastage 3. Read meters/sub-meters and collect, record and analyse metered data 4. Support the approval of utility payments including the raising of Purchase Orders 5. Oversee the process for utilities re-charging 	



6. Work with utility suppliers and other representatives of the different contracts overseen by the team – making requests, dealing with queries and requesting quotes
7. Identify & map the trusts metering infrastructure and other utility related information in order to build up a database of information
8. Support energy efficiency and carbon reduction projects & programmes
9. Support the meeting of the Trusts statutory and legislative compliance requirements e.g. UK ETS reporting; Display Energy Certificates
10. Provide support to the Energy & Sustainability manager in relation to ongoing relationships with grant funding bodies
11. Work to understand the different energy intensive processes carried out in the Trust
12. Support reporting requirements within the department and the collation/creation of surveys & audits, studies and presentations on energy & sustainability topics
13. Promote strategies and campaigns across the Trust related to energy & water efficiency, proactively engaging with staff & visitors
14. The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

INFORMATION RESOURCES (KEY RESPONSIBILITIES)

1. Ability to collate and analyse data
2. Understand and explain key principles around energy management and sustainability and put them into practice
3. Contribute to reports and presentations

MENTAL EFFORT

1. Passion for sustainability and a desire to support commitments to improve the environment we live and work in
2. Willing to commit to the parallel demands of working and completing an apprenticeship
3. Pro-active and takes responsibility
4. Willing to learn, open to change
5. Ability to identify limitations and not be afraid to seek support
6. Professional and supportive attitude

TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and



help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:**MAY 2022**



PERSON SPECIFICATION

JOB TITLE:	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> GCSE English and maths 4-9 or A-C or equivalent qualifications 	<ul style="list-style-type: none"> A-Levels in Maths and English
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> An understanding of, and commitment to, 'green' issues and their importance within a work environment Experience of communicating with a variety of audiences Basic knowledge of sustainability and utilities Basic knowledge of data analysis Basic knowledge of NHS & UK Government commitments on carbon reduction and Net Zero 	<ul style="list-style-type: none"> Experience of project management and administration
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Good level of mathematics ability Demonstrate problem solving and data analytical skills Able to understand and put into practice basic engineering principles around energy & HVAC infrastructure Ability to multi-task Excellent communication & persuasive skills Demonstrable organisational skills including prioritisation and time management Good level of ICT literacy including MS Outlook, internet, Office applications including Word, Excel and PowerPoint Initiative and drive to achieve results Demonstrable commitment and motivation to complete the project and deliver the 	



<p>projects aims</p> <ul style="list-style-type: none"> • Ability to work and make informed decisions with minimal supervision 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Comfortable visiting other sites on the estate • Be committed to attending the apprenticeship training as/when required • Commitment to connect and share experiences with other energy & sustainability apprentices across the NHS 	<ul style="list-style-type: none"> • Clean driving licence

