
Energy Management – Staff Engagement Toolkit **Step One**

Sample Energy Manager Job Description

Energy Manager <Sample job description>

The following sample job description provides a basic structure for an energy manager to create and implement an energy management strategy. It is purely a guideline and can be edited to suit your organisation's particular needs.

Who we are

<Company name is in business to... Our goals and objectives are...>.

Group

<Placement of Energy Manager in the organisation>.

Reporting to

<Relevant Group or role>.

The Energy Manager role

<The position will primarily be responsible for advising Management Executive and Unit Managers on energy related issues, providing a professional and technical resource for the site's energy-related issues, identifying opportunities and implementing plans to reduce the costs of energy, developing a long term energy strategy, increasing awareness throughout <Company name> of the need for energy conservation, and embedding a culture of energy management.

Working closely with <roles within the organisation>, the role will help to guide and coach <roles such as plant operators and site-wide teams and managers> on energy audits and project related work, and to achieve energy efficiency goals>.

Key accountabilities for the role

The successful applicant is expected to take hands-on approach and will be responsible for the following:

- Oversee the formulation and implementation of an energy policy for the organisation.
- Lead the creation of an energy management team and energy champions.
- Developing both short-term and long-term strategies, including benchmarks for best practice, energy efficiency and sustainability assessments for energy conservation and efficiency. Reviewing and revising the strategy and action plan annually. This should include the review of operating and maintenance practices as well as new works projects.
- Investigating capital projects and feasibility studies of alternatives.

- Reviewing energy use throughout the <organisation/office/site> with the aim of reducing energy use and costs.
- Examining operating practices of plant and office equipment to ensure they are being operated in the most efficient manner.
- Providing technical advice on energy related issues, identifying opportunities and implementing strategies to reduce the use and cost of energy.
- Efficient data management – timely and transparent reporting on all KPIs and clarity on lines/areas for improvement.
- Implementing a system for monitoring and setting targets and benchmarks for energy usage.
- Promoting and championing an energy-saving culture within the business, including the preparation and execution of energy management and conservation campaigns, and the identification and implementation of specific energy management (and related) training.
- Preparing statistical and written reports on all energy issues affecting the facilities and report to the accountable managers.
- Project managing energy efficiency initiatives across the organisation, and measuring and verifying the savings achieved
- Continually reviewing all energy supply contracts and actively managing the financial benefit.
- Organising and reviewing Energy Audits as required by individual Group and Unit Managers or as directed by Management Executive.
- Keeping abreast of new developments in energy-related technology and changes in energy markets within New Zealand and overseas, and regularly advising appropriate <company name> staff on these matters.
- Monitor legislation and regulations, and ensure compliance.
- Liaising with external organisations (e.g. electricity suppliers, Energy Efficiency and Conservation Authority, EMANZ) on energy-related matters as required.>

Skills and Knowledge

- <Knowledge of process/control/operation of energy management.

- Proven ability and commitment to <energy efficiency, sustainability and environmental planning>.
- High level of computer and data management skills.
- The ability to self-manage workload and show initiative in pressure situations.>

Qualifications and Experience

<Such as BE, Diploma in Energy Management, or other relevant tertiary qualification>.