

Ruskin Mill Trust (the Trust)

Job Description

Position:	Trust Energy and Environmental Manager
Post Reference No:	RMT101237
Grade:	12
Responsible to:	Trust Head of Property and dotted line to Chief Financial Officer
Directorate:	Central Services
Location:	Bristol/Gloucestershire/West Midlands

Job Purpose

To work as a key member of the central property team, monitoring and managing the Trust's energy and environmental responsibilities, with particular emphasis on utilities management and for implementing carbon reducing initiatives across all Ruskin Mill Trust properties, subsidiaries and all other connected entities as directed by the Trust Head of Property.

The post holder is to contribute to the whole life of the Schools, Colleges and Trust, always remembering that our core purpose is to improve the education and lives of the young people.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder will be required to carry out duties at all School/College premises, some of which are located a distance from the main Ruskin Mill site and at such other places as the Trust may reasonably require.

The post holder will be expected to travel between the Trust's sites, and to and from other places as the Trust may reasonably require.

On occasions, evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. Support the Chief Financial Officer's dealings with utilities brokers and suppliers, to maintain effective cost management and ensure carbon reduction targets are achieved. Work with energy purchasers to identify and renew contracts and be responsible for notifying relevant RMT colleagues of any changes.
2. Maintain a central database of utility meters across all Trust provisions including details of suppliers, contact expiry dates, ensuring meters are read frequently and that the database is kept up to date.
3. Where new properties are taken on, or existing properties are disposed of, ensuring arrangements are made for the Trust to take on new contracts for (or obtaining release from) electricity, gas, water and drainage, as may be required.
4. Work in partnership with Finance Department colleagues to ensure utilities budgets are accurately forecasted, bill payments are managed, and data is accurately recorded and reported to external bodies.
5. Develop and manage the Trust's strategy to satisfy legal and voluntary requirements relating to energy and carbon, including CCL (Climate Change Levy), ESOS (Energy Saving Opportunity Scheme), SECR (Streamlined Energy and Carbon Reporting), MOPs (Meter Operating Contracts), EPC (Energy Performance Certificates), and DECs (Display Energy Certificates). Ensure data is complete and the required submissions are made to agencies such as the Environment Agency, Ofgem, HMRC and CHPQA in a timely manner. Select and appoint external consultants to assist in meeting all reporting requirements.
6. Develop and lead on the Trust's environmental policy and work with colleagues to ensure it is practically embedded in all Trust provisions, including for staff training. The postholder will also lead on preparing a 10-year environmental plan for the Trust and presenting a summary for inclusion in the RMT Trustees' annual report.
7. Provide a 6 monthly energy performance & management summary to the RMLT & RMT Trustee Boards, providing an overview of utilities consumption, utility saving measures implemented and future utility saving opportunities.
8. Work with the Trust Head of Property to identify, procure and oversee (to completion), specific utilities saving projects across the Trust, for example, LED lighting replacement programmes, heating and hot water plant replacements, water reduction initiatives, etc.
9. Provide professional input on Trust energy strategy and detail requirements into refurbishment and new-build projects undertaken by the Property Department and external consultants.
10. Work with Property Department colleagues, to act as the lead on drainage management issues, including for private sewage treatment plants, slurry tanks and mains drainage.
11. Assist the Finance Department and Provisions in the cost-effective purchase and use of other fuels e.g. LPG, biomass, oil.

12. Develop the Trust's green transport strategy, including for owned vehicles, electric vehicle charging, promoting non-car use, car sharing and similar including for provide professional support Transport. Own fleet - assisting in strategy for vehicle purchase? Grey fleet - promoting non-car use, car-sharing and other initiatives.
13. Assist in the review of infrastructure needs on various sites and develop a programme for improvement and investment.

NOTE: in the context of this job description, 'utilities' includes, electricity, gas, other fuel sources and water supplies.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you meet.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust and the Hiram Academy. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The role reports to the Trust Head of Property and has no direct line management responsibilities. From time to time, the post holder may be required to deputise for other members of the central property team during periods of absence (e.g. annual leave, sickness, etc.).

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification

Position: Trust Energy and Environmental Manager

The qualifications, skills and experiences that we are looking for are:

- Professionally qualified (e.g. IEMA) or qualified through experience in utilities management and environmental matters
- Proficient in use of Microsoft software products. Excellent skills in Microsoft Excel
- Commitment to working closely with other Civil Services functions to deliver optimal outcomes
- A good team player, who is flexible and able to demonstrate adaptability in a rapidly changing work environment
- Excellent interpersonal skills, with the ability to engage with stakeholders internally and externally at every level
- Interest in undertaking research into Rudolf Steiner's approaches to education and the environment
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence.

Induction, Training and Development Requirements

Once appointed, the post-holder will undertake a robust induction process which will include the following.

Name	Timescales for completion	Length of programme
PSTE induction	First 2 weeks of employment	2 weeks
Safeguarding - Internal Policies and Procedures	Within induction week one.	3 hours
Prevent	Within induction week one.	2 hours
Health and Safety	Within induction	2 hours
Equality and Diversity	Within 2 months of commencing role	2 hours
Safety Intervention Training (SIT)	Within 2 months of stating the role	2 days
Seven Fields Training	Within 18 months of starting	1 year