



# SUSTAINABILITY AND ENERGY MANAGER OCTAVIA

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working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH



# ABOUT US

Octavia provides thousands of people in London with good quality, affordable, well-planned and well-managed homes, alongside care and support services and community projects.

We have been managing homes for 150 years, which makes us one of the oldest housing associations in England. Currently we manage around 5,000 affordable properties in central and west London but we have exciting plans to grow, and as the city continues to change, so will we.

Octavia Living our not-for-profit development initiative is helping more people to get a foot on the housing ladder with innovative part-buy, part-rent schemes as well as private properties for sale on the open market. We reinvest the surplus from Octavia Living into building more affordable housing and bolstering our care and support services and community work.

We are always open to new ideas, but remain true to our fundamental purpose and values which include giving people on low incomes the opportunity to stay living close to where they work or have longstanding social ties.

Our success and our plans for the future would not be possible without our dedicated team of over 300 Octavia staff members. Every one of our employees helps to make a difference to the lives of our residents and other local people, and we look after our team members well.

We are looking for a Sustainability and Energy Manager to join our team and help drive forward our Environmental strategy.

You will lead on procuring electricity and gas for all Octavia's sites, work closely with our Development team in organising utility contracts, metering and billing contracts, and support the handover process to ensure there is a clear understanding of responsibilities for ongoing maintenance and servicing of Mechanical & Electrical services.

It's a really exciting time to join Octavia. If you would like to join us, we look forward to your application.

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# A GREAT PLACE TO WORK

Working for Octavia is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve in central and west London. In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits.

But don't just take our word for it. We have twice been listed in The Sunday Times' Best 100 Not for Profit Organisations to work for.

## **A great place to work with generous employee benefits**

As well as a competitive salary (which is reviewed each year) you will benefit from:

- A flexi-time system which can result in an extra thirteen days of leave
- A generous annual leave allowance which increases with long service
- Enhanced maternity and paternity pay
- A generous group personal pension scheme which doubles any contribution you make (up to a maximum of 10% of your salary)
- Loans to buy a travel season ticket or a bicycle (enabling you to spread the cost over 12 months)

- Life insurance cover
- Childcare Vouchers
- Payroll Giving if you want to donate to charity
- Access to Health Cash Plan (for discounted optical, dental and small health procedures)
- Performance awards for top performing staff who exceed their targets (up to 2.5% of your salary)
- Employee Assistance Programme – a 24hr telephone line offering free and impartial advice on legal issues or health concerns
- A dedicated learning and development plan for every employee

## **Equal opportunities**

We are an equal opportunities employer and we make sure that every step of our recruitment process is fair.

# ROLE PROFILE

## SUSTAINABILITY AND ENERGY MANAGER

**Salary:** £46,359

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**Department:** Asset Management

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**Location:** Emily House, 202-208 Kensal Road, London W10 5BN

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**Reporting to:** Planning And Procurement Manager

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Minimising our impact on the environment has always been a focus for Octavia Housing. We ensure our new and existing homes are built and maintained in a way that delivers sustainability; both in the impact on the environment and long term affordability for Octavia and our residents.

We are looking for A Sustainability and Energy Manager who will ensure these aims are delivered by working closely with the Development and Asset Management Departments. You will also take a lead role in developing, updating and delivering our Environmental Strategy.

### The role

- Lead on the delivery of Octavia's Environmental Strategy.
- Ensure Value For Money in Energy Procurement.
- Ensure metering and billing contracts are in place and income/outgoing are reconciled.
- Advise residents on energy reduction matters at resident events.
- Work closely with the development department on handover of new build schemes.
- Work closely with colleagues to ensure energy reduction and environmental improvement to the Octavia stock.

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### Key tasks

1. Own and continuously review Octavia's Environmental Strategy. Produce progress reports both internally and to organisations such as SHIFT, as and when required.
2. Set targets for energy reduction working with existing budgets.
3. Oversee the registration of all communal heating system to comply with the heat network: metering and billing regulations.
4. Specify and commission metering and billing agents for new schemes, to ensure compliance and that the right tariffs are being charged.

5. Responsible for tariff setting, monitoring efficiency of systems and how we procure gas. Monitor the costs of the metering and billing.
6. Coordinate and liaise with internal departments involved in the metering and billing process:
  - Development – when setting up new properties ,ensure compliance and commissioning billing agent.
  - Asset Management – ensure meters are maintained and systems run efficiently.
  - Finance – billing and service charges and tariff setting.
  - Home Ownership – service charges.
7. Purchasing of the bulk gas and electric contracts. To include account management (maintaining/ monitoring relationships and reconciling income and outgoings).
8. Monitor the changing price of energy supplies and assess the impact of changes on the business.
9. Check that all schemes are fair to our residents (including those where we do not set tariff charges).
10. Monitor energy usage across the organisation and analyse efficiency of systems. Provide reports on energy usage as and when required.
11. Create training guides for staff and managers regarding energy management and ways to reduce consumption. Deliver one-to-one and group training workshops to promote the importance of reducing energy consumption.
12. Keep up to date with changes in energy regulation and provide guidance to colleagues. Keep up to date with industry standard best practice.
13. Work with the Home Ownership and Commercial Services Assistant Director to ensure legal agreements (including tenancy and lease agreements) are contractually up to date regarding metering and utility charges.
14. Manage the Green Doctor service in conjunction with the Royal Borough of Kensington and Chelsea.
15. Manage budgets as allocated (up to £150k) and maximise grant funding for energy works.
16. Set and maintain strategies which address the impact from poor energy efficiency (such as condensation).
17. Work closely with the Development team to support the smooth handover of new schemes.
18. Be part of a rota basis providing cover for out of hour emergencies.

# PERSON SPECIFICATION

## SUSTAINABILITY AND ENERGY MANAGER

Please consider how you meet the following list of skills, knowledge, experiences and personal characteristics to help inform your application for the role of Sustainability and Energy Manager.

### Experience

- Experience within the social housing sector
  - Energy procurement
  - 5 years' experience in an energy related post
  - Proven track record in delivering sustainable projects
  - Developing and maintaining the environmental management structure and accountabilities
  - Experience in environmental management and sustainability and managing budgets (desirable)
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### Knowledge

- Degree in Environmental/Energy Management (or equivalent)
  - Member of a recognised professional body
  - Understanding of energy procurement
  - Understanding of metering arrangements in properties
  - Understand heat network metering and billing regulations
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### Skills/Abilities:

- Excellent verbal and written communications skills
  - Ability to use database systems, spreadsheets, word-processing email
  - Ability to work effectively as part of a team member or on own initiative
  - Ability to work under pressure and to tight deadlines
  - An ability to work with minimal supervision and to prioritise workload
  - A commitment to best service delivery
  - A commitment to equal opportunities
  - Ability to effectively manage contractors or external stakeholders
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### Competencies

#### Respectful

- Willing to listen and understand others
- A positive and enthusiastic attitude
- Enable others to perform the best they can

#### Responsive

- Creative, with the ability to deliver practical solutions
- Willing to examine your own values, principles and assumptions
- Ability to learn from your own experiences
- Ability to lead and motivate staff

### Reliable

- Good organisation skills and able to cope well under pressure
- Pro-active and goal focused
- Transparent and open, sensitive to people's needs
- Strong planning and organisation skills to manage your workload, costs and physical resources

### Other

- Able to influence, persuade and challenge stakeholders to deliver performance improvements
- Ability to scrutinise environmental sustainability performance, including progress against the strategy, deliverables and KPIs



To apply please email your CV and a covering letter clearly explaining how you meet the person specification to our recruitment partners Ocean Edge, email: [jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)

**The closing date is midday on Friday 15 March, 2019.**

If you would like an informal discussion about this opportunity, please get in touch with the Ocean Edge team on **023 8000 1153**.

More details are available at <http://oceanedge.biz/octavia>

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