POSITION DESCRIPTION

Position Title: Project Officer – Energy Management
Organisation Unit: Property & Facilities Division
Position Number: 3041602
Type of Employment: Full-time fixed term (2 years)
Classification: HEW Level 6/7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
The Property & Facilities Division

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of research sites and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that supports the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Energy Management and Sustainability, Construction project management, Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds maintenance, fire safety, security and parking), and Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ's environmental sustainability initiatives have gained significant recognition. The Property and Facilities Division manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. Further information about the Property and Facilities Division may be accessed on the Division's web site at http://www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Project Officer – Energy Management is responsible for assisting or leading the delivery and management of projects across a range of focus areas as required to meet the annual objectives of the team. These include, but are not limited to:

- Solar PV installations;
- ‘Demand response’ initiatives;
- Battery energy storage systems;
- Electrical and thermal sub-metering infrastructure and associated systems;
- Energy data management and reporting for internal and external clients;
- Cost-recovery of utilities from commercial tenants, and;
- Electric vehicle charging infrastructure.

Duties

Duties and responsibilities include, but are not limited to:
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<tr>
<th>HEW LEVEL 6</th>
<th>HEW LEVEL 7</th>
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<tr>
<td>- Work with limited supervision to deliver energy management and renewable energy initiatives that align with the annual objectives developed for the team.</td>
<td>- Work independently to deliver energy management and renewable energy initiatives that align with the annual objectives developed for the team.</td>
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<tr>
<td>- Prepare draft business cases and project scopes, and complete relevant procurement processes in order to implement these projects.</td>
<td>- Prepare final business cases and project scopes, and complete relevant procurement processes in order to implement these projects.</td>
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<tr>
<td>- Manage consultants and contractors where required to ensure the cost effective and timely delivery of these projects.</td>
<td>- Independently manage consultants and contractors where required to ensure the cost effective and timely delivery of these projects.</td>
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<td>- With the direction of the Manager Energy &amp; Sustainability, undertake data analysis and field investigations to identify areas of opportunity for energy and sustainability projects to be implemented.</td>
<td>- Proactively and independently identify new opportunities for energy management initiatives, including the trial of emerging technologies.</td>
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<tr>
<td>- Calculate and estimate the financial and environmental benefits of energy management initiatives.</td>
<td>- Stay abreast of potential opportunities for external funding of energy and sustainability projects such as grants, and assist with applying for these where relevant.</td>
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<tr>
<td>- Provide specialist energy management advice to a complex client community, utilising theoretical and technical knowledge in conjunction with practical experience.</td>
<td>- Calculate, estimate the financial and environmental benefits of energy management initiatives.</td>
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<td>- Liaise with a variety of stakeholders to stay abreast of emerging trends and opportunities in energy management.</td>
<td>- Work with relevant stakeholders, including the Office of Marketing &amp; Communication, to promote the outcomes of energy management initiatives to internal and external audiences.</td>
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<td>- Champion energy management and sustainability across the University by promoting behavioural change.</td>
<td>- Participate in large building project teams with key stakeholders, from conception through design and construction phases, to hand over for ongoing maintenance, providing advice from an energy management perspective.</td>
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<td>- Liaise with a variety of stakeholders to stay abreast of emerging trends and opportunities in energy management.</td>
<td>- Help to develop guidelines and other documentation on issues of energy management for use by internal stakeholders.</td>
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<td>- Champion energy management and sustainability across the University by promoting behavioural change.</td>
<td>- Supervise the work of casual staff, including industrial placement students, as required.</td>
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<td>- Liaise with a variety of stakeholders to stay abreast of emerging trends and opportunities in energy management.</td>
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Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University's Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The Project Officer – Energy Management reports to the Manager Energy & Sustainability, who in turn reports to the Associate Director, Infrastructure & Sustainability.

**SELECTION CRITERIA**

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<th>HEW Level 6</th>
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<td><strong>Essential</strong></td>
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<tr>
<td>Completion of a bachelor degree qualification in a relevant field such as Engineering, Environmental Management/Science, Business Management, or similar, with subsequent relevant experience, or an equivalent combination of relevant experience and or education/training.</td>
<td>Completion of a bachelor degree qualification in a relevant field such as Engineering, Environmental Management/Science, Business Management, or similar, and at least 4 years of subsequent relevant experience, or an equivalent combination of relevant experience and or education/training.</td>
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<td>Sound knowledge and understanding of the key principles and methods related to holistic energy management.</td>
<td>Advanced knowledge and understanding of the key principles and methods related to holistic energy management.</td>
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<tr>
<td>Sound project management skills, analytical skills, and written and verbal communication skills.</td>
<td>Advanced project management skills, analytical skills, and written and verbal communication skills.</td>
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<td>Excellent time management skills, high attention to detail, and the ability to check work and maintain high standards.</td>
<td>Excellent time management practices, high attention to detail, and the ability to check work and maintain high standards.</td>
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<th><strong>Desirable</strong></th>
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<td>Experience delivering energy efficiency and/or clean energy initiatives across a range of relevant sub-disciplines.</td>
<td>Postgraduate qualifications and/or formal training in a relevant field.</td>
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<tr>
<td>Basic skills in using programming languages (eg. Python) to undertake data management and analysis tasks.</td>
<td>Extensive experience delivering energy efficiency and/or clean energy initiatives across a range of relevant sub-disciplines.</td>
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• Some experience with supervision of external contractors/consultants, as well as the ability to work effectively with a range of diverse stakeholders.
• Self-motivated with a strong work ethic and the ability to work with minimal supervision, combined with a relentless drive to work through barriers to deliver agreed outcomes.
• A problem solving outlook with the ability to actively seek out information, self-learn new skills and knowledge and arrive at a satisfactory resolution.

• Experience in proactively identifying, scoping and developing business cases for energy management initiatives.
• Well-developed skills in using programming languages (eg. Python) to undertake data management and analysis tasks.
• Extensive experience with supervision of external contractors/consultants, as well as some experience with the supervision of other team members and the ability to work effectively with a range of diverse stakeholders.
• Self-motivated with a strong work ethic and the ability to work with full autonomy, combined with a relentless drive to work through barriers to deliver agreed outcomes.
• A problem solving outlook with the ability to actively seek out information, self-learn new skills and knowledge and arrive at a satisfactory resolution.

Training Plan

Training and development, agreed with the Manager Energy & Sustainability, will be required by the incumbent to move from HEW level 6 to HEW level 7 and could involve:

• Regular on the job training with the Manager Energy & Sustainability and other Energy Management team, Sustainability team, and wider P&F staff across relevant technical disciplines.
• Undertaking training and tutorials to increase project management proficiency to an advanced level;
• Successful completion of Certified Energy Manager training, or equivalent.
• Expanding responsibilities through unstructured on-the-job-training and mentoring provided by the Manager Energy & Sustainability and other relevant P&F staff. This will be achieved by assigning several major projects selected specifically to develop key skills during a 1 year period. Regular mentoring and feedback will be provided.
• Attending relevant conferences and workshops in order to increase understanding and awareness of contemporary energy management issues.
• Developing a familiarity with the regulatory and compliance environment within Australia surrounding issues of energy management, clean energy, climate policy, and energy markets.
• Undertaking readings as designated by the Energy Manager from time to rime designed to continually improve understanding of best practice energy management.

Progression from HEW level 6 to HEW level 7 would not be automatic upon the completion of the above training. It would also require an assessment of competency by the Manager Energy & Sustainability and then approval by the Director of Property & Facilities.

If an applicant for this position had all the required qualifications and experience at HEW level 7, an appointment may be offered at that level in the first instance. Otherwise the appointment will be at HEW level 6 until the required training and competencies have been achieved.
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.