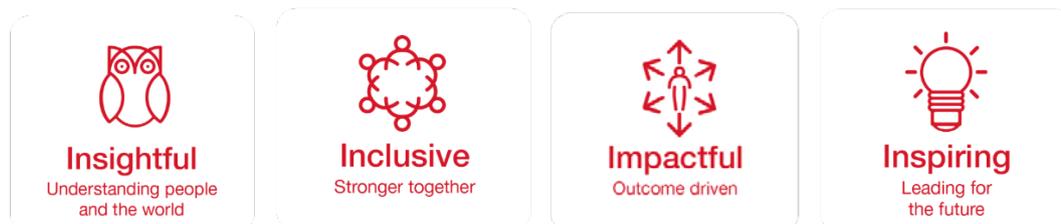


Energy Manager, CSU Green

Division of Facilities Management

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	24 April 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

About the Division of Facilities Management and CSU Green

The Division of Facilities Management is responsible for developing and maintaining the campuses, to provide a conducive and sustainable environment for safe living, learning, teaching and research.

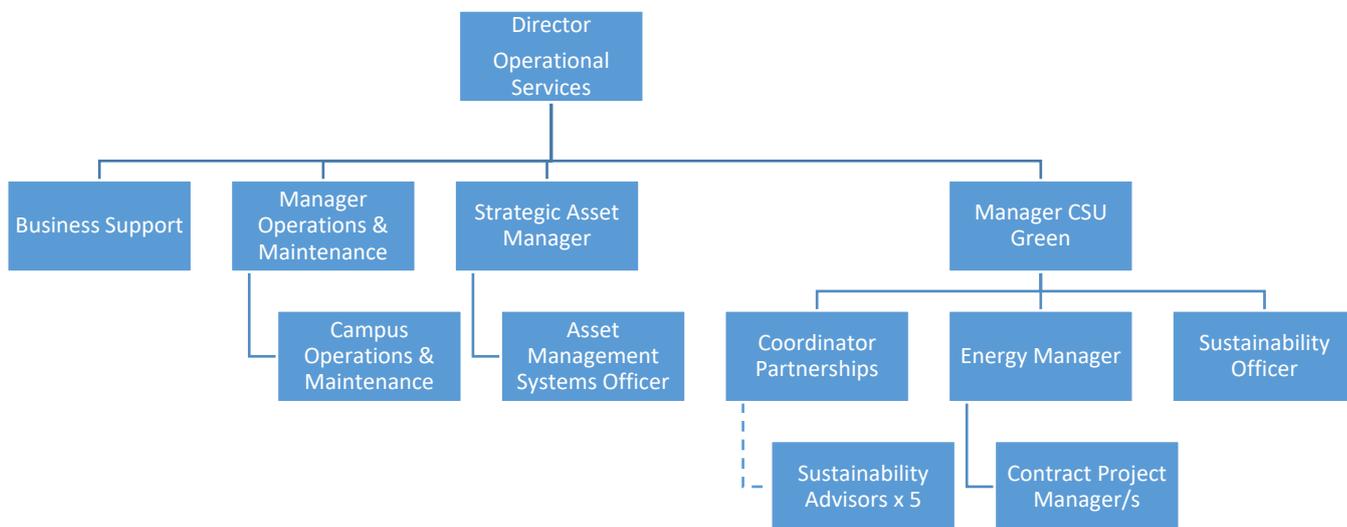
CSU Green was established in December 2008 to be a hub of communication and coordination for the sustainability efforts of the University and is now a part of the Division of Facilities Management. CSU Green's focus is to drive the implementation of the University's strategic sustainability objectives. These activities broadly involve stimulating greater integration of sustainability into curriculum and research while also engaging with internal and external stakeholders, and implementing initiatives that will reduce the University's environmental footprint.

In July 2016, CSU was recognised as Australia's first certified carbon neutral university. The University is currently working to progress a proposed Clean Energy Strategy which, if deemed viable, will drive CSU to eliminate its scope 1 and 2 emissions within a nominated timeframe.

CSU has adopted the internationally recognised Learning in Future Environments Index (LiFE) as a structured framework, developed especially for tertiary education institutions, for engaging with staff and students across the university in discussions relating to sustainability as well as evaluating current performance and developing plans for further improvement. Further details about LiFE are available via the CSU Green website: <http://www.csu.edu.au/csugreen/life-framework>.

Organisational Chart

The position sits under Operational Services in the Division of Facilities Management.



Reporting Relationships

This position reports to: Manager, CSU Green

This position supervises: Temporary Project Officers may report to this position as required.

Key Working Relationships

- Division of Facilities Management, Operational Services Team
- Manager, Facilities Business and Finance
- Facilities Planning and Development, Project Delivery Team
- Sustainability Project Officer, Division of Facilities Management
- Building Management System service provider

Position Overview

The Energy Manager is primarily responsible for the identification, planning, implementation and monitoring of energy and water management initiatives, guidelines and procedures that assist the University to achieve its resource management and sustainability targets relating to energy, water and greenhouse gas reductions.

Principal Responsibilities

- Plan, develop, implement and monitor strategies, procedures and guidelines to facilitate the achievement of the University's existing sustainability targets relating to energy, water and greenhouse gas reductions.
- Plan, forecast, monitor and report on the allocation of the University's capital funding allocations directed at improving energy efficiency.
- Plan and coordinate the identification of technical opportunities and feasibility assessments relating to resource efficiency opportunities. This includes directing campus investigations and audits that seek to identify and quantify resource efficiency opportunities.
- Coordinate projects from development through to delivery phases, including preparation of project briefs, timelines, budget estimates, implementation programs, quality review processes and budget control.
- Liaise with internal / external stakeholders for project endorsement and/or approval and provide regular progress updates on project implementation.
- Manage energy supply contracts and associated budget forecasts relating to University campuses.
- Manage the University Energy Management System and apply innovation to deliver improvements in energy efficiency, engage campus users and deliver efficient cost-recovery processes from tenants.
- Develop organisational and business unit level reporting processes to inform strategic and operational decision making (e.g. CSU Sustainability Scorecard, campus utility consumption reports) and to meet legislative requirements (e.g. National Greenhouse and Energy Reporting Scheme).
- Develop and maintain project design and construction documentation, with a focus on energy and water efficiency and reduced lifecycle costs of built assets.
- Work with other members of the CSU Green office and Campus Environmental Committees to deliver educational and awareness campaigns among University staff and students.
- Train Facilities staff in environmental and energy awareness related to their work practices.
- Other duties appropriate to the classification as required.
- Support the Sustainability Project Officer with the effective roll-out of the [LiFE Program](#) by liaising with staff from across the faculties, divisions and schools about their possible roles, strategies and metrics that they can use to measure progress

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the office such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant technical degree, normally with at least four years' subsequent relevant experience; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience relevant to the position.
- B. Knowledge of energy reduction / resource efficiency principles and a demonstrated record of being able to put these principles into practice.
- C. Demonstrated experience in the preparation and interpretation of business cases, particularly those relating to building services upgrades and investments.
- D. Demonstrated experience in project management
- E. Demonstrated experience in effective and efficient data collection and analytics, with an appropriate focus on energy and carbon data sets.
- F. Demonstrated skills in communication and negotiation, including prior experience in providing mentoring and leadership to an operational team for the purpose of achieving improved energy efficiency outcomes.

Desirable

- G. Good knowledge of building services and technical aspects relating to resource efficiency.
- H. An understanding of Building Management System operation and architecture.
- I. An understanding of government policies and state / national developments relating to energy, carbon and environmental sustainability.
- J. Class C Driver's Licence.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)