



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Energy Controls Manager**

**Department/Division: Estates – Maintenance**

**Accountable to: Head of Maintenance**

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of the Tridium BMS Control System</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Familiar with the relevant control system hardware and software.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A proven track record in troubleshooting, analysing, and maintaining control systems.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• In depth knowledge of relevant safety regulations and standards, HVAC, LTHW systems and legionella.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• City &amp; Guilds or NVQ in mechanical or electrical discipline.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of Microsoft packages including Word and Excel.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Experience in implementing and managing BMS related projects.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Minimum of 2 to 4 years' experience in Tridium BMS.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Understanding of relevant industry standards and regulations.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of minimising energy consumption, ensuring systems perform to optimum capabilities, minimising environmental impacts.</li> </ul>	E
Communication	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills using standard IT software.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to explain technical concepts clearly to both technical and non-technical persons.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to document and report procedures, actions taken effectively.</li> </ul>	E



	<ul style="list-style-type: none"> <li>Assist in formulating reports and communicate ideas on energy performance to staff, students and wider stakeholders using a variety of media.</li> </ul>	D
Teamwork and Motivation	<ul style="list-style-type: none"> <li>Strong teamwork and interpersonal skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Experience of liaising with internal and external bodies as required for energy strategy, legal requirements, and compliance.</li> <li>Ability to collaborate and implement BMS projects related to the control and upgrade of the BMS system and oversee the management of resources.</li> </ul>	D E D E
Initiative and Problem Solving	<ul style="list-style-type: none"> <li>Ability to diagnose and troubleshoot control system issues.</li> <li>Experience of analytical thinking and ability to identify root causes of problems and solve accordingly.</li> <li>Ability to work under broad direction, to self-initiate and manage workload.</li> <li>Experience of analysing Tridium software and ability to adjust/adapt and create software blocks within the system.</li> <li>Ability to identify and analyse the control of the system to achieve energy efficiencies and saving without impacting on the building users.</li> </ul>	E E D E E
Training and Development	<ul style="list-style-type: none"> <li>Experience of relevant Health and Safety and Environmental Regulations, Approved Codes of Practice, and guidance.</li> <li>Experience of administration and audit processes.</li> <li>Ability to carry out activity, task, and design risk assessments.</li> </ul>	D E D
Decision Making	<ul style="list-style-type: none"> <li>Experience of strong decision-making skills using own initiative.</li> <li>Experience of dealing with emergencies, deciding on appropriate course of action, and prioritising accordingly.</li> </ul>	E D
Planning and Organising Resources	<ul style="list-style-type: none"> <li>Ability to analyse data and software for recommendations and improvements.</li> <li>Experience of monitoring and updating BMS system, making changes and providing updates on what has been changed.</li> </ul>	E E



	<ul style="list-style-type: none"> <li>• Experience of using analytical software to recommend areas of improvement and energy usage reporting.</li> </ul>	E
Service Delivery	<ul style="list-style-type: none"> <li>• Experience in analysing energy and other environmental data to show where carbon and cost savings can be made.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience in the control performance operation of the heating and ventilation through BMS.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience in the design and operation of refurbishment and new build projects in relation to the BMS control system.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to lead on monitoring comfort conditions of buildings controlled by BMS and proactively identify issues and troubleshoot causes, which may include software issues.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience in asset schedules, updating, planning to assist in budgeting for future planning.</li> </ul>	D
Liaising and Networking	<ul style="list-style-type: none"> <li>• Experience of commissioning on design and operations of BMS in new builds, refurbishments, and sustainability projects.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience in working with contractors associated with the maintenance of the BMS and associated systems.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of working with a sustainability team providing updates and assistance.</li> </ul>	D

**E – Essential:** requirements without which the job could not be done.

**D – Desirable:** requirements that would enable the candidate to perform the job well.