

Job Profile

Role:	Technical Manager
Reporting to:	Deputy Estates Director
Location:	LAT Head Office – Estates Services

Job purpose:

- Providing support and guidance to Estates colleagues related to building services operations, which may include - but not limited to- areas such as heating, ventilation, air conditioning (HVAC), plumbing, electrical systems, BMS systems, alarms systems.
- Support the Estates Project team in the delivery of small works projects
- Support the Deputy Estates Director in delivering the LAT sustainability statement by reducing carbon emissions by 78% by 2035 compared to 1990 levels and net zero by 2050.
- Ensure the efficient and intelligent operation of buildings, reducing energy consumption were possible and provide advice regarding energy use.
- Monitor, manage and reduce LAT consumption on electricity, gas and water.
- Develop and promote an energy consumption conscious culture across the organisation, ensuring that good energy management is ingrained into our operations and ways of thinking

General responsibilities:

Strategy and Policy

- Support energy agenda across the Trust, including enhancing the standards of new buildings, refurbishments and condition improvements.
- Implementation of the Trust's energy related Policies, Strategies and Action Plan within Estates and support the broader implementation across the Trust.
- Ensure a robust approach is taken to Utilities monitoring, management and reduction and the carbon footprint of Estates Projects so that they contribute to energy reduction targets.
- Ensure the embedding of energy reduction management considerations into the day-to-day operations
- Keep abreast of current thinking and developments in utilities purchasing, monitoring and education
- Educate, advise others relating to Building Services and energy management

Fiscal and Compliance: legal, regulatory and best practice

- Working with the Deputy Estates Director, Compliance Managers, Trust energy broker and LAT Finance to ensure the effective procurement, budget management and reporting for energy and water
- Technical Expertise: Possess a deep understanding of building services systems and technologies, including HVAC systems, electrical installations, plumbing, fire protection, and other related systems. Stay up-to-date with industry standards, codes, and regulations.
- Manage and coordinate engineering inspections programme.

- Coordinate and / or undertake investigations into non-compliance with environmental legislation and the response to regulatory bodies.

Monitoring and Reporting

- Undertake periodic and targeted inspections of operational performance and efficiency of academies Mechanical and Electrical systems
- Manage the use and development of Automatic Meter Reading data as part of an energy monitoring and targeting approach
- Analyse, monitor and report on energy use, carbon emissions and expenditure. Through the use of financial, building management systems and automatic metering systems you will identify, investigate and report trends in energy use, highlighting issues with regard to poor performing buildings and recommending actions as necessary.
- Report and make resolution recommendations on findings highlighting conflicts, gaps and contradictions and use results to drive performance improvement.

Liaison, Engagement and Development

- Coordinate and advise on Trust wide engagement activities related to Energy management and consumption reduction.
- Have the credibility to further develop a Trust-wide strategies and policies relating to utilities and review approaches.
- Make the case for resources to support energy reduction initiatives or building services replacement projects with Estates Project delivered works funded by School Condition Assessment (SCA) funding
- Develop training materials and conduct training sessions for Estates staff on the proper use, maintenance, and troubleshooting of building services systems.
- Directly manage and deliver specific Building services related projects
- Support Projects team in delivery of Buildings services element of projects.
- Problem Resolution: Analyse and resolve complex technical issues related to building services systems, either through direct support or by coordinating with Academy based Facilities Managers
- Develop and maintain a wide network of contacts within and external to the Trust to facilitate the progression of objectives and projects.
- Represent the Trust at meetings, events and share our approach.
- Undertake projects to support the implementation of the policy / strategy.

Management

- Support Deputy Director of Estates and LAT Finance team to manage budgets for:
 - Trust spend on energy, water and carbon; advise and support academies who are responsible for their own budgets.
 - The upkeep of the infrastructure to support management of energy and carbon including reporting software and metering.
 - Energy reduction activities across LAT.

- Work with Estates-academy based staff and academic staff to maximise opportunities for fiscal savings through efficient use of resources, reuse and waste minimisation.
- Support the Operation of the Trust Hard FM contract by attending quarterly review meetings where requested and providing technical advice as required
- Work with Estates-academy based staff and academic staff to ensure correct and efficient operation of Mechanical and Electrical systems. Support with technical review of operational issues
- Working with partners develop plans for improving the energy performance of buildings, including audits of building energy / carbon use.
- Be willing and able to obtain relevant accreditation, for example to carry out formal audits and assessments as necessary
- To carry out other duties as are required by the Estates Director or Deputy Director of Estates.
- To adhere to the LAT and Estates Department Policies and Procedures.
- To promote equality and diversity acting as a role model and fostering an inclusive working culture.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the business at the reasonable discretion of the Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - A HND in a relevant engineering field or a related technical discipline or energy management or similar field, or significant experience in building services operations and/or energy management; - Evidence of relevant ongoing CPD training (with particular focus on building Services, energy and/or carbon management, legislation and communication). 	<ul style="list-style-type: none"> - A degree in a relevant engineering field or a related technical discipline or energy management or similar field - Postgraduate qualification and / or membership of an appropriate professional body. (e.g. CIBSE, IEMA) - Energy auditing qualification or equivalent training / auditing experience
Training	<ul style="list-style-type: none"> - Highly IT literate, a high level of competency with Microsoft and/or Google Workplace. 	
Experience	<ul style="list-style-type: none"> - Broad and wide-ranging knowledge of building services operations, energy / carbon management, including energy metering and monitoring, energy auditing and procurement of utilities and sustainability. 	<ul style="list-style-type: none"> - Experience in an educational environment.
Knowledge and Skills	<ul style="list-style-type: none"> - Extensive experience in building services, facilities management, or a related technical field, with a track record of successful troubleshooting and problem-solving. - In-depth understanding of legislation and best practice relating to Energy Management. - Ability to identify and use typical Building Management System controls in relation to day-to-day optimisation and fault finding - Proven ability to establish partnerships and collaborative working. - Ability to lead change. - Proven ability to manage consultants, contractors and staff. - Production of papers for internal committees - Liaising with energy brokers and utilities suppliers to resolve issues. - Excellent project management skills and an in-depth understanding of the project management process. 	

	<ul style="list-style-type: none"> - Highly numerate with the ability to handle and analyse large data sets effectively and accurately to produce meaningful information. - Ability to conduct building energy audits and then to be able to identify, prioritise, develop, then project manage technical energy and carbon projects in non-domestic buildings. - Demonstrable skill and knowledge to manage, collate and conduct large-scale and complex energy data analysis required for energy management. 	
Personal Qualities	<ul style="list-style-type: none"> - Drive, determination and tenacity. - A passion for building services, enhancing energy / carbon management. - Ability to engage and influence effectively with staff and students. - Decision making and problem solving, using initiative. - Excellent interpersonal skills, with the ability to obtain consensus of the direction of travel together with strong networking, negotiating and influencing skills. - Excellent written, oral and presentation skills using a wide variety of media. - Ability to demonstrate approachable and personable with a customer- focused approach. - A requirement to travel to all LAT academies 	<ul style="list-style-type: none"> - Social media usage and management, with evidence of driving engagement.