

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Energy Manager
Service & Directorate:	Facilities & Property
Location:	Dunedin / Invercargill
Reports to:	Service Manager Property Performance
DHB Delegation Level:	5
Number of direct reports:	1
Date:	April 2022

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>The purpose of the Energy Manager role is to be responsible for all energy related issues, providing a professional and technical resource for the organisation, identifying opportunities and implementing plans to reduce the costs of energy, developing a long term energy strategy, increasing awareness throughout the SDHB of the need for energy conservation, and embedding a culture of energy management in the Facilities & Property team and wider SDHB.</p> <p>You will be expected to provide regular progress reports, including budget reports and forecasting on a range of energy related projects.</p>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • Facilities and Property staff 	<ul style="list-style-type: none"> • Contractors
<ul style="list-style-type: none"> • Staff of other DHB departments 	<ul style="list-style-type: none"> • Consultants
	<ul style="list-style-type: none"> • University of Otago staff
	<ul style="list-style-type: none"> • Members of the public
	<ul style="list-style-type: none"> • Relevant Territorial Authority
	<ul style="list-style-type: none"> • EECA

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Tertiary Level Diploma or Degree in Energy Management or related field. 	<ul style="list-style-type: none"> Relevant experience in hospital, project and/or facilities environment is desirable.
Experience	<ul style="list-style-type: none"> Energy background or demonstrated understanding of energy conservation initiatives. At least 5 years previous experience in Energy Management. Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes Experience managing projects to ensure that services provided are the best value within operational financial constraints. 	<ul style="list-style-type: none"> Experiencing in coordinating or managing projects in healthcare facilities and/or other facilities which must continue operation during the project. Experience in delivering energy conservation initiatives.
Knowledge and Skills	<ul style="list-style-type: none"> Ability to turn high level, technical information into coherent information for the organisation. Knowledge of hospital infrastructure. Monitors, measures and continually improves own performance, establishes and maintains effective relationships. 	
Personal Qualities	<ul style="list-style-type: none"> Strong ability to communicate and work effectively with people at all levels. High level of motivation, initiative and anticipation with the ability to work independently as well as leading a team. Good negotiator and able to think outside of the square to arrive at solutions that suit all stakeholders. Monitors, measures and continually improves own performance, establishes and maintains effective relationships. Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed. Excellent planning and organisational skills. Able to demonstrate leadership, but also be an effective member of a team. Excellent prioritisation and organisational skills. Positive attitude with a good sense of humour. 	

KEY RESULT AREAS:

Key Accountabilities:

The successful applicant is expected to take hands-on approach and will be responsible for the following:

- Oversee the formulation and implementation of an energy policy for the organisation.
- Lead the creation of an energy management team and energy champions.
- Developing both short-term and long-term strategies, including benchmarks for best practice, energy efficiency and sustainability assessments for energy conservation and efficiency. Reviewing and revising the strategy and action plan annually. This should include the review of operating and maintenance practices as well as new works projects.
- Investigating capital projects and feasibility studies of alternatives.
- Reviewing energy use throughout the organisation with the aim of reducing energy use and costs.
- Examining operating practices of plant and office equipment to ensure they are being operated in the most efficient manner.
- Providing technical advice on energy related issues, identifying opportunities and implementing strategies to reduce the use and cost of energy.
- Efficient data management – timely and transparent reporting on all KPIs and clarity on lines/areas for improvement.
- Implementing a system for monitoring and setting targets and benchmarks for energy usage.
- Promoting and championing an energy-saving culture within the business, including the preparation and execution of energy management and conservation campaigns, and the identification and implementation of specific energy management (and related) training.
- Preparing statistical and written reports on all energy issues affecting the facilities and report to the accountable managers.
- Develop and implement SDHB's Energy Management Strategy with a view to transition to carbon neutrality by 2025 in line with the CNGP
- Determine best practices in energy use for SDHB's facilities, this may include the use of independent rating schemes such as GreenStar or NABERS
- Project managing energy efficiency initiatives across the organisation, and measuring and verifying the savings achieved.
- Continually reviewing all energy supply contracts and actively managing the financial benefit.
- Organising and reviewing Energy Audits as required by individual Group and Unit Managers or as directed by Management Executive.
- Keeping abreast of new developments in energy-related technology and changes in energy markets within New Zealand and overseas, and regularly advising appropriate SDHB staff on these matters.
- Monitor legislation and regulations, and ensure compliance.
- Liaising with external organisations (e.g. electricity suppliers, Energy Efficiency and Conservation Authority, EMANZ) on energy-related matters as required.

Other tasks

- Maintain accurate and timely reporting.
- Maintain a good knowledge of hospital systems and can access as required.
- Assist with design drawings and draughting team data as required.
- Analyse and report on monthly budgets and operational activity.
- To comply with all Southern DHB rules, policies and procedures including the Code of Conduct.
- To carry out other general duties, relevant to the persons experience and capabilities, that may be required from time to time.
- Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.

Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do. Work alongside and at times assist the Maintenance and service teams within the Southern DHB.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

.....

Employee

Date

.....
Manager

.....
Date