## Your job

**Job Title: Senior Asset Manager (Strategic & Energy)**

**Service: Property & Assets**

**Grade: G10**

**Reporting to: Principal Asset Manager (Strategic)**

As Senior Asset Manager (Strategic & Energy) you will be responsible for development and delivery of strategies for the most effective, efficient and sustainable use of the Council's property assets through creation and monitoring of the Asset Management Plan. Working as part of a dedicated team, you will be responsible for leading on the development of energy, decarbonisation and heat network strategies that support the Councils carbon reduction ambitions, statutory obligations and service objectives.

Reporting to the Principal Asset Manager (Strategic & Energy) you will develop an action plan for the delivery of the Asset Management Plan, identifying opportunities to improve asset performance, reduce energy consumption, enhance compliance and maximise value from the corporate estate.

You will act as the councils strategic lead for heat networks and heat metering arrangements, ensuring effective contract management, regulatory compliance, performance monitoring and continuous improvement of communal energy infrastructure.

Working closely with operational services across the Council, finance, procurement, legal services and external partners you will ensure the Councils heat network contracts deliver value for money, meet regulatory requirements and contribute to the Councils Net Zero commitments.

This role is central to Wigan Council's mission of making all our towns and neighbourhoods flourish for those who live and work in them. You will have a depth of experience in asset management with knowledge of local authority/public sector requirements, programme management and a

proactive approach to continuous improvement, supporting innovation and service excellence.

**Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

## In this job you will:

In the next 12 months, you will:

- Assist the Principal Asset Manager (Strategic) to implement the council's corporate Asset Management Strategy and delivery of the Asset Management Plan.
    - Develop and implement a Heat Network and Energy Management Strategy for the Councils communal heating infrastructure, supporting asset optimisation, carbon reduction and regulatory compliance.
    - Review performance of existing heat networks, and metering arrangements, identifying opportunities for improvement, investment and operational efficiencies.
    - Develop management arrangements for heat metering and billing contracts to ensure accurate energy consumption reporting and compliance with current and emerging regulations.
    - Establish governance, monitoring and reporting arrangements for communal heating systems and associated contracts.
- Identify and secure external funding opportunities to promote the energy efficiency and decarbonisation of Council properties.
- In accordance with Audit requirements develop and maintain effective systems and processes to ensure the effective management of energy performance data (EPC/DEC) in support of the Property Information Manager to ensure MEES compliance.

- Work pro-actively with key stakeholders, including senior managers, Council Departments and Services and other public sector organisations to shape the future of Wigan Borough through our property assets.

**On an ongoing basis you will:**

- Provide property related strategic and energy advice required for effective decision making; attending meetings as necessary to ensure that the service is represented.
- Ensure asset management strategies plans and policies are maintained and deliver an effective programme of decarbonisation and energy projects in line with the asset management plan.
    - Act as Contract Manager for the Council's heat metering contracts ensuring service standards, performance targets and compliance obligations are achieved.
    - Monitor the performance of the heat network systems across the Councils estate, driving continuous improvement and investment planning.
    - Maintain policies, procedures and operational standards relating to heat networks and communal heating systems.
    - Maintain up to date understanding of heat network regulations, metering and billing requirements, energy market trends and emerging industry best practices.
    - Support communication and engagement with residents, and stakeholders regarding communal energy services, performance and planned improvements.
    - Provide advice, mentoring and support to the Asset Portfolio Officer.
- Undertake other miscellaneous property work as appropriate or necessary as allocated by the Principal Asset Manager (Strategic).

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

## In this job you will need:

You must be able to demonstrate the following essential requirements:

- A relevant professional or academic qualification or demonstratable experience relevant to the job.

- Knowledge of heat network regulations, metering and billing requirements.
- Experience of monitoring contract performance and delivering service improvements through effective contract management.
- Ability to analyse technical and performance data and develop asset investment recommendations.
- Undertake relevant Continuous Professional development to meet the ongoing demands of the role.
- The ability to work corporately and represent the service both within the Council and with other key public sector stakeholders including health services, government departments, the Combined Authority and other local authorities.
- Effective research and analytical skills and the ability to present findings and recommendations in a clear and coherent manner.
- An up-to-date knowledge of property/energy markets and trends. A working knowledge of developing asset management strategies and decarbonisation programmes.
- Demonstrate a full understanding of the property asset review process and next steps for implementation.
- Excellent communication skills both written and oral.
- Effective strategy writing skills with the ability to influence internal and external stakeholders.
- An effective knowledge of asset management in a local authority environment.
- An effective knowledge of retrofitting techniques and best practise in the energy management of local authority property assets.

## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

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| **Be Positive** | “Take pride in all that you do and support and develop yourself and others.” |
| **Be Accountable** | “Be responsible for making things better, enabling change and supporting improvement.” |
| **Be Courageous** | “Be open to doing things differently and working collaboratively with others.” |
| **Be Kind** | “Be helpful, generous and thoughtful towards yourself and others.” |