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**Part B – Chartered Energy Manager competence grid**

# Chartered Energy Manager definition

A **Chartered Energy Manager** is an individual concerned with the management and efficient use of energy in various forms. They will have expertise in energy management and a broad knowledge of the energy sector as a whole. They will provide a lead role in their organisation with regard to the management of energy and provide advice on the development and implementation of energy policies.

The focus of the qualification is on the individual’s role in the factors identified within the competences below. There is no time period for qualification but it is unlikely that anyone with less than four years’ experience in energy management will have attained the necessary levels of competence.

**Completing the grid**

Your completed grid should:

* Include examples about you and the energy management related work you have done;
* Be in the first person;
* Address the competence being described;
* Use detailed and specific examples to describe your actual work rather than a theoretical example.

You should look to write around 200 ~ 300 words for each competence. Please see the guidance document for further information.

# Competence and Commitment Standard for Chartered Energy Managers

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| **Name:** |  | **Current EI Membership grade:** |  |
| **Job title if applicable:** |  | **Company:** |  |

**Chartered Energy Managers** must be competent throughout their working life, by virtue of their education, training and experience, to:

**A Apply detailed knowledge and experience of energy management to provide advice on different aspects of energy efficiency**

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| **Competence** | | **Examples of how you meet competence:** |
| **A1** | **Provide advice on the development and implementation of energy policies.**  This could include an ability to:   * Provide advice on the development of policies for the use of energy * Recommend strategies to implement energy policies |  |
| **A2** | **Monitor and evaluate energy use efficiently.**  This could include an ability to:   * Establish systems and processes to monitor and evaluate energy usage * Obtain, analyse and record information on energy efficiency performance * Evaluate the organisation’s energy efficiency performance |  |
| **A3** | **Provide advice and support for the development of energy efficient practices.**  This could include an ability to:   * Support the development of a culture of energy awareness * Provide advice and support for energy efficient practices |  |
| **Competence** | | **Examples of how you meet competence:** |
| **A4** | **Provide advice and support for the development and implementation of systems to measure energy usage.**  This could include an ability to:   * Provide support for the development of systems to measure energy usage * Provide support for the collection, analysis and recording of information on energy usage * Provide advice on trends and development in energy usage |  |
| **A5** | **Provide advice and support for improving energy efficiency.**  This could include an ability to:   * Encourage involvement in energy efficiency activities * Provide advice on the competences needed to use energy efficiently * Provide advice on the training needed to use energy efficiently |  |

**B Promote energy efficiency and knowledge of market supply**

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| **Competence** | | **Examples of how you meet competence:** |
| **B1** | **Promote, identify and implement improvements to energy efficiency.**  This could include an ability to:   * Promote energy efficiency throughout the organisation * Promote the organisation’s achievements in energy efficiency * Identify opportunities to improve energy efficiency * Recommend improvements to energy efficiency to senior management |  |
| **Competence** | | **Examples of how you meet competence:** |
| **B2** | **Determine conditions in the market supplies and carry out suitable risk analysis.**  This could include an ability to:   * Establish your organisation’s position in the marketplace * Identify market changes likely to affect supplies * Determine the competitiveness of supplies from the market * Identify beneficial developments relating to supplies and sources |  |

**C Manage activities and resources**

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| **Competence** | | **Examples of how you meet competence:** |
| **C1** | **Manage activities to meet requirements.**  This could include an ability to:   * Implement plans to meet customer requirements * Maintain a healthy, safe and productive work environment * Ensure products and services meet quality requirements |  |
| **C2** | **Determine the effective use of resources.**  This could include an ability to:   * Make proposals for expenditure on programmes of work * Agree budgets for programmes of work * Control expenditure and activities against budgets |  |

**D Develop working relations and teams**

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| **Competence** | | **Examples of how you meet competence:** |
| **D1** | **Develop productive working relationships.**  This could include an ability to:   * Develop the trust and support of colleagues and team members * Develop the trust and support of your manager * Minimise interpersonal conflict |  |
| **D2** | **Develop teams and individuals to enhance performance.**  This could include an ability to:   * Identify the development needs of teams and individuals * Plan the development of teams and individuals * Develop teams to improve performance * Support individual learning and development * Assess the development of teams and individuals * Improve the development of teams and individuals |  |
| **D3** | **Facilitate meetings.**  This could include an ability to:   * Lead meetings * Make contributions to meetings |  |

**E Compliance, safety, sustainability and professional development**

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| **Competence** | | **Examples of how you meet competence:** |
| **E1** | **Develop your own resources.**  This could include an ability to:   * Develop yourself to improve your own performance * Manage your own time and resources to meet your objectives |  |
| **E2** | **Manage continuous quality improvement.**  This could include an ability to:   * Develop and implement systems to monitor and evaluate organisational performance * Promote continuous quality improvement for products, services and processes |  |
| **E3** | **Carry out and record continuing professional development necessary to maintain and enhance competence in energy efficiency and management.**  This could include an ability to:   * Record evidence of your ongoing CPD * Assess your career path to show ongoing progression * Demonstrate your growing expertise and professionalism * Act as a mentor for others seeking professional recognition |  |
| **Competence** | | **Examples of how you meet competence:** |
| **E4** | **Comply with relevant legislation and standards of good practice.**  This could include an ability to:   * Carry out work in compliance with current legislation in particular the Climate Change Act, Energy Act, Energy Performance of Buildings Directive etc where appropriate * Adopt and use standards of good practice including international standards such as ISO 50001 * Manage safe systems of work including responsibility for health and safety requirements where applicable |  |
| **E5** | **Undertake activities in a way that contributes to sustainable development.**  This could include an ability to:   * Take account of environmental, social and economic issues in making decisions * Ensure relevant assessments have been made of the impact of any actions undertaken |  |