



EFFIVET PROJECT

COMPETENCE PROFILE FOR THE ENERGY MANAGER WITH RESPONSIBILITIES IN THE FIELD OF ENERGY EFFICIENCY

Competence profile – Energy Manager

The Energy Manager is a qualified engineer with a broad range of knowledge and expertise such as energy saving, energy market, relevant legislation, technology used in the energy area and ability to manage budget.

General Responsibilities Description:

Main responsibility is to plan, manage and monitor the energy use in a facility/organization. Aiming at increasing energy efficiency, while minimizing energy consumption and losses by applying alternative techniques and implementing new policies.

Basic responsibilities:

As overall outcome of an Energy Manager's work is to minimize the energy consumption and increase energy efficiency according to the European legislation, by:

- Planning and updating energy projects;
- Perform financial calculations for energy efficiency investments;
- Ensuring efficient use of all energy carriers;
- Performing calculations on energy saving and consider potential use of RES;
- Providing energy services in combination with the electrical energy market mechanisms;
- Being responsible that the work is carried out according to safety and environmental rules
- Choosing the appropriate energy equipment.

Profile of individual responsibilities

	Energy Manager
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1. Basic competencies	1.1 Knowledge of EU legislation 1.2 Self-confident, ability to take decisions 1.3 Communicate well with clients, employees and other agents 1.4 'Problem solving attitude' 1.5 Knowledge of the energy market
2. General workplace competencies	2.1 Identify means of reducing energy consumption by RES use or improve the existing energy plant 2.2. Maximization energy production by identifying and minimizing energy losses 2.3. Implementing work without affecting the environment 2.4. Make improvements with less cost and more benefits whenever it is possible
3. Specific competencies	3.1. Plan and manage energy projects 3.2. Responsible for maintenance/monitor of the energy plants

Requirements

Requirements					
	Knowledge	Skills	Competencies	EQF Level	NQF Reference
1. Basic competencies	Management methods and techniques; Communication techniques;	Frequent contacts with customers and agents from the energy sector Efficient communication	- Establishes communication with stakeholders and other agents for further cooperation ; - Analyzes the collected energy data to identify problematic energy areas and losses;		7

	<p>Energy data;</p> <p>Electricity Fundamentals;</p> <p>Heating/Cooling;</p> <p>RES technology;</p> <p>European Standards;</p> <p>Checking system requirements;</p> <p>Protect the environment;</p>	<p>Clarity and concision</p> <p>Energy data management</p> <p>Succession capability</p> <p>Prompt to face every problem appears unexpectedly</p> <p>Capability of identifying the needs of each beneficiary and give the proper solution</p> <p>Team work spirit Organizational spirit</p> <p>Capability for sharing knowledge</p> <p>Capability for analysis, objective interpretation and informed decision-making</p> <p>Problem-solving attitude</p> <p>Capability to use new means for improving the already existing technology</p>	<ul style="list-style-type: none"> - Lead discussions in order to understand the needs of a client; - Shares its point of view with the stakeholders, explaining briefly the objectives and the strategy that will be followed; - Explains in detail the importance of the investment in an energy project and its benefits; - Establishes a dissemination flow of new information toward stakeholders; - Sharing properly the responsibilities to a group of employees according to their capabilities. - Coordinates every project in order to supervise the employees and ensure they follow the working plan; - Makes a brief research of all the possible alternatives before taking any decisions. - Runs a techno economical study for each project; including evaluation of a project, cost of investment and payback period. - Constantly updating knowledge for the legislation and energy 		
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			<p>market;</p> <ul style="list-style-type: none"> - Manages a plan according to updated EU legislation ; - Identifies all the activities included in the work plan and prepares an execution program according to its deadline; - Analyzes and evaluates the programs performance. - Always takes into account the effect of an energy plant on the environment. 		
2. General workplace competencies	<p>National and European law about energy saving</p> <p>Regional environmental restrictions</p> <p>Energy and energy services market mechanisms</p> <p>Energy consumption optimization techniques</p> <p>Project management</p>	<p>Analysis/synthesis capability</p> <p>Proactive attitude</p> <p>Awareness of the energy market</p> <p>Practical spirit</p> <p>Capacity for prioritization of alternatives based on given criteria</p> <p>Organizational capacity</p> <p>Capacity for formulating and</p>	<ul style="list-style-type: none"> - Analyses data and evaluates the current situation - Offers advices to beneficiaries on how to use more efficiently their energy sources; - Analyzes the potential for increasing the efficiency of the energy plant; - Identifies any energy losses; - Identifies available financial resources and gives priority to more important actions according to cost and payback period; - Analyzes the potential of RES use; 		7

	<p>Risk management</p> <p>Financial tools management</p>	<p>selecting alternatives</p> <p>Capability of efficiently controlling and coordinating the work plan and its budget according to the timetable</p>	<ul style="list-style-type: none"> - Monitors the energy policies implementation programs; - Has knowledge of programs and their priorities, sticks to the work plan ; - Ready to deal with any unexpected situation ; - Formulates feedback during program implementation; 		
3. Specific competencies	<p>Energy carriers knowledge</p> <p>Energy and energy related legislation</p> <p>Energy project management</p> <p>Monitoring/Maintenance strategies</p> <p>Environmental protection legislation</p>	<p>Flexible, analytical thinking</p> <p>Identify all potential alternatives and choose the best for each case</p> <p>Attention to detail</p> <p>Follows the legal framework</p> <p>Promptness</p> <p>Capability in applying technologies, testing and checking procedures</p> <p>Readiness to act under stressful situations</p>	<ul style="list-style-type: none"> - Analyzes all alternatives on potential energy carriers; - Makes a market research and get the best offer according to the beneficiary's available funds; - Monitors the energy efficiency indicators; - Implements a work plan according to the legislation - Ensures energy audits and balances; - Finds solutions to maximize energy savings and increase energy efficiency; - Actively involved in the project implementation; - Evaluates the final outcome; - Identifies any existing or 		7

			<p>upcoming issues and makes a plan to solve them ;</p> <ul style="list-style-type: none">- Plans and coordinates the monitoring and maintenance of an energy plant;- Takes into consideration the environment before implementing any actions		
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