

TERMS OF REFERENCE
Director of Energy
Ministry of Communications, Works & Labour

1.0 Background

The Energy Unit falls under the remit of the Ministry of Communications, Works and Labour. The programme objective for the Energy Unit is to improve island-wide energy efficiency, increase the percentage of renewable energy sourced for the generation of electricity, research electric mobility options, advise Government of Montserrat on recommendations and to facilitate Montserrat's transition away from a fossil fuel based economy.

The role is strategic, technical and operational and this recruitment is being done at a time when Government of Montserrat is seeking to provide reliable, low-cost, energy services and at the same time, combating climate change.

2.0 Purpose of Assignment

The Government of Montserrat is seeking to recruit a Director of Energy with a wealth of strategic, technical and operational experience gained in either a commercial or public-sector setting.

The post of Director of Energy is being recruited at a time when Government of Montserrat is seeking to transform and modernise the Montserrat Energy Sector. Therefore, the successful candidate should know how to develop and implement renewable energy and energy efficiency strategies, carryout feasibility studies and have planned and driven change programmes before.

The focus of the role will be strategic, technical and operational. At a strategic level, the role will be focused on formally establishing the Energy Unit and ensuring that the management team is able to deliver the organization's strategies. The Unit will be Government of Montserrat primary local resource for technical advice on Energy. Accordingly, the role will include working closely with key stakeholders, as advisor, facilitator, data and information resource on matters relating to Energy.

At an operational level, the role will be; to lead, and participate in the delivery of '*The Power to Change-Montserrat Energy Policy 2016 – 2030*' initiatives/projects, participate in regional and international energy conferences, meetings and workshops, spearhead Montserrat's Energy Outreach and Awareness Strategy and Action Plan and ensure the capacity development of local energy professionals.

This post will allow strategic advice to be provided to the Permanent Secretary, Minister of Energy and Government of Montserrat in general.

3.0 Leadership Focus

The Director of Energy is responsible for developing and delivering a leading-edge Energy Strategy that will play a critical role in the achievement of key directives related to Montserrat's Energy transition. The successful applicant will provide leadership in the implementation of Energy related changes by reviewing the existing energy strategies and plans and overseeing the implementation of these in accordance with

the applicable Laws of Montserrat, international best practices and the Government of Montserrat's Policy Agenda. This will require changes to processes and systems currently in use. To achieve the transformational change required, the successful applicant will need to build awareness, understanding and human resource capability and lead others to introduce changes in both the public and private sectors.

As a leader, the Director will have the ability to understand and interpret complex and sometimes politically sensitive situations, to secure the best interests of the Government and people of Montserrat. In conjunction with the Director's knowledge and experience, he/she must be a strategic thinker; adept at building relationships and influencing others.

In the external leadership role, the Director must have instant credibility to build positive relationships and represent Montserrat on Energy related matters, locally, regionally and internationally and establish a culture supportive of such external partnerships. Key relationships include those with our development and technical partners; the Department for International Development (DFID), European Union (EU), Caribbean Development Bank (CDB), Caribbean Community and Common Market - CARICOM (CARICOM Energy Unit), Organisation of Eastern Caribbean States - OECS (Sustainable Energy Unit), International Renewable Energy Agency (IRENA) and Rocky Mountain Institute – Carbon War Room (RMI-CWR).

4.0 Scope

The scope of work includes the establishment of the Energy Unit and providing leadership, technical and strategic direction for the Unit relating to the transformational change required. The Director will be required to take into consideration the current Montserrat Energy Policy, Strategies and Plans and the current CARICOM Energy Policy. The Director will be required to start the realization of the Energy vision of the future as the team is led through a period of change, setting out a clear plan and championing innovative ways of working.

5.0 Professional Tasks

The Director of Energy will be required to perform a range of specific duties, to include but not limited to the following:

5.1 Coordinate the activities related to Energy Conservation, Energy Efficiency and Renewable Energy for GoM:

- Conduct energy audits. Property types include; multifamily, commercial, institutional, industrial and government.
- Provide regular reports as to the overall effectiveness of the energy management program
- Provide project management to oversee installation of Energy Conservation/Efficiency Measures (ECM)
- Develop and execute Measurement and Verification (M&V) plans for installed ECMs

- Review energy audits performed by staff or consultants, providing quality control of deliverable products before they are sent to clients, demonstrating technical excellence, objectivity, and clarity while maintaining project schedules and budget
- Write reports for energy audits
- Ensure that energy management operations are supportive of instructional goals of the Energy Unit and Government of Montserrat
- Demonstrate the use of appropriate and effective techniques for community and staff involvement
- Carry out site inspections and energy surveys
- Ensure accurate records are maintained and energy monitoring data is collected regularly
- Assume responsibility for compiling, maintaining and filing all energy reports, billings and other documents required
- Maintain a continuous activity schedule for all buildings in order to coordinate efficient usage
- Providing technical and practical advice and offer training on energy efficiency
- Work with Montserrat Utilities Limited (MUL) in the development, design and implementation of renewable energy systems.
- Spearhead the introduction of electric and hybrid vehicles to Montserrat.
- Be an active member of the Geothermal Steering Committee, fostering a collaborative relationship within the stakeholders, commitment of the funding agency, and ensuring the best interests for the geothermal project are privileged.
- Co-ordinate sustainable energy related activities with other GoM agencies.
- Co-ordinate with regional and international development agencies for collaborative work in the area of sustainable energy
- Pursue external funding sources for equipment retrofits
- Utilize consultants when necessary to identify energy conservation/efficiency measures

5.2 Explore options with respect to investments in Alternative Forms of Energy:

- Maintain liaison with energy suppliers in order to understand the changing energy market
- Monitor all facilities design and construction activities as relates to energy management
- Interface with clients to understand needs, describe the value of the Energy Unit Services, and ensure successful project delivery
- Meeting with potential donor parties to understand the opportunities for external funding
- Represent the Ministry in meetings, discussions, and conferences related to Energy
- Guide the organization in developing sustainability strategies, energy efficiency strategies and green building initiatives

5.3 Deliver the Energy Policy, Strategy and Action Plan:

- Implement the policies established by Government of Montserrat Energy Policy 2016 - 2030 in the area of energy conservation and efficiency, electricity supply, end-use sectors, institutional strengthening and funding.

- Deliver the Strategy and revise the proposed actions in the light of experiences and achievements
- Within the Action Plan, lead the GoM procurement process for all sustainable energy related investments.
- Revise the *Energy Policy, Strategy and Action Plan* periodically as and when required.

5.4 Assist with the Management of related projects:

- Contribute and influence sustainable energy development initiatives in other government sectors as required.
- Lead on, or liaise with institutions to provide technical support on new and refurbishment projects regarding sustainability, energy efficiency and (water) conservation
- Lead on new projects regarding renewable energy and electric mobility development, design and implementation
- Raise the awareness of energy related matters in other GoM Departments so that energy matters become mainstreamed across GoM
- Coordinate the final phases of the Geothermal project whilst ensuring that all GoM responsibilities related to the project are discharged in a timely and cost effective manner
- Explore the Public Private Partnership (PPP) options for the next stages of Geothermal Potential development programme and take the Public Private initiatives to fruition
- Ensure the coordination of all activities related to the Geothermal programme are undertaken by a nominee of the GoM

5.5 Conduct relevant research in the field:

- Keep abreast of legislation, ensuring compliance across GoM
- Develop long-range plans for implementing sustainable energy innovations
- Pursue an aggressive program to reduce Government's cost of energy
- Benchmark energy consumption against best practice guidelines
- Prepare detailed schedules of work, feasibility studies and cost estimates
- Review and recommend maintenance supply and equipment purchases to ensure energy efficient replacements are being specified

5.6 Develop the Energy Unit and its Work Programme;

- Develop and agree a Succession Plan for the Director of Energy Successor and prepare the Successor with the competencies required to perform the role and responsibilities of the post through mentoring, coaching etc
- Take the initiative to develop professional skills appropriate to job assignments
- Promote a comfortable indoor climate for learning
- Develop an annual program of activities that supports government objectives with measurable outcomes.

- Prepare detailed schedules of work, feasibility studies and cost estimates using external resources as required

OTHER DUTIES AND RESPONSIBILITIES:

- Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for the Energy Unit staff
- Maintain liaison with the MUL management and technical staff in order to provide optimum support pertaining to electricity generation
- Adhere to GoM employee Code of Conduct and other relevant rules and regulations
- Perform any other related duties as assigned by the Permanent Secretary, Ministry of Communications, Works & Labor

6.0 Corporate Responsibilities

- Build and maintain a positive and influential relationship with key stakeholders in both the Public and Private sectors;
- Build the capability of the Energy Unit to lead the implementation of Government of Montserrat
- planned energy transition away from fossil fuel based economy to an indigenous energy based economy;
- Lead and champion the implementation of the Montserrat Sustainable Energy Plan, including studies, campaigns and project implementation.

7.0 Key Outputs

The key outputs for the post are:

- Establishment and operation of the Energy Unit;
- Establishment of the Energy Unit as the focal point for energy related matters on island;
- Quarterly progress reports on the Implementation of the Action Plan;
- Capacity development of local energy team to include, Staff Performance Reports, Development Plans and Status Reports on development activities conducted
- Local permanent successor to Director of Energy developed by end of tenure
- Annual Performance Report for the Energy Unit by the end of the first month of the new financial year;
- Technical Cooperation with regional organisations mainly CARICOM Energy Unit and the OECS

8.1 Qualifications, Skills and Experience

Education:

Bachelor's or Master's Degree in Mechanical, Architectural, Civil Engineering or Electrical Engineering, Engineering Technology, Renewable Energy, Energy and Environmental Management, or Business Management with a focus on energy planning at a systems level; or the equivalent in education and experience. Professional designation of Certified Energy Management (CEM), or similar would be an asset.

Experience:

Minimum 10 years proven track record of success with general engineering experience; including leadership in the building design and construction industry including systems design.

OR

Five (5) years' experience in energy management, renewable energy, mechanical systems design and construction, and maintenance.

Knowledge:

- Knowledge of energy management program development.
- Ability to manage budgets and personnel.
- Knowledge of computers and relevant software applications – spread sheets etc.
- Public Private Partnerships development and successful transactions achieved as part of PPP initiatives

Skills:

- Excellent technical, analytical, presentation, verbal and written communication, and interpersonal skills.
- Excellent time management and organizational skills

Abilities: Should have the ability to: -

- use initiative and work independently
- manage and assist the management of multiple projects and junior engineers whilst meeting deadlines and budget
- evaluate and recommend viable and sustainable alternative energy options, including renewable energy, to service governments' buildings and achieve the governments' commitment to carbon-neutrality

- demonstrate knowledge and experience in quantitative analysis, sustainable practices, green technology, and related industry trends
- pay attention to details and to demonstrate a well-organized approach to work
- exercise good judgment, integrity and discretion when handling confidential information
- negotiate and communicate effectively
- prepare written documents to support projects
- supervise and evaluate the performance of support staff assigned to the Unit
- travel, both locally and internationally to represent the GoM on energy related matters

9.0 Remuneration

Remuneration will be commensurate with qualifications and experience of the successful applicant.

10.0 Duration

The term of engagement will be for a contractual period of (2) two years.

11.0 Reporting and Management Arrangements

The Director of Energy will report directly and be accountable to the Permanent Secretary Ministry of Communications, Works and Labour.

12.0 Other Requirements

Applications should be accompanied with a full Curriculum Vitae and Personal Statement, including the following:

- All qualifications completed
- Full employment history, including any gaps
- Details of any relevant Energy Management experience Details of any cautions or convictions you have received
- Names and addresses of 2 referees (with telephone and email if possible), one of which should be your most recent employer

13.0 SELECTION PROCESS

Shortlisted applicants will be invited to participate in a selection process that involves attending one or more interviews and/or assessment centres. These interviews are designed to assess the skills, competencies and attitudes of the applicant and may be conducted via SKYPE or in person. The Interviews and/or Assessment Centres allow the Selection Panel to draw on more evidence about the applicants than can be derived from the written application.

The deadline for the receipt of applications is **4:00 pm on Friday, March 22, 2019.**