Energy Data Administrator

The Cambridge Colleges operate as a consortium for the purposes of energy purchasing and management, including the Carbon Reduction Commitment Energy Efficiency Scheme. The consortium is supported by an Energy Manager and CRC co-ordinator, Miss Carole Birtwhistle. As the reporting for the Carbon Reduction Commitment has to be submitted by the end of July 2018, we wish to appoint a temporary part-time data administrator to assist Carole for four months from April to July in the first instance, working 16 hours a week, on days to be agreed.

Scope of post –

The administrator will assist the Colleges’ Energy Manager in the following tasks:

Resolve data issues by discussing errors with college, running comparisons to billing data and checking that meters changes have been recorded correctly, for example imperial to metric gas meter changes require a different conversion factor to be used.

1. Process imports of new meter readings from colleges into the Systemslink energy database system (this comprises two routes: one from a website and one from excel templates). Check that the meter readings have loaded onto the new software correctly and query any exceptions with the colleges. Give colleges feedback on any changes made so that their future batches of readings do not repeat the same errors.
2. Compile reports for each college/school showing the consumption of gas, electricity (grid and self-generated) for the CRC year and comparisons with the data from previous years.
3. Validation of invoices for gas, electricity and water supplies using the Systemslink database. This will involve reviewing invoice records on supplier websites, checking consumption against the College meter read records and automated meter records and raising communication records to highlight anomalies, gather data to challenge estimated bills and seek rebilling if needed.
4. Add initial records for new sites and energy supplies to the energy management system so that these can be accessed by colleges users for adding future meter readings and ensuring that electronic invoices can be matched and loaded to the records.
5. Assist with providing telephone and email support to college users of the energy management system – helping resolve issues with passwords, new site records and advice on reporting options. The post holder would provide this cover whilst the College’s energy manager is undertaking training and auditing visits to college sites.
6. Assist with the implementation of the Colleges self-audit process for the checking of the April 2017 to March 2018 CRC reporting year and ensure that any issues identified during audits are resolved in time for the 31 July reporting deadline.
7. Other similar tasks that may arise during the contract.
Skills required

Essential:
1. Ability to work effectively and accurately with energy records such as meter readings; to spot errors and inconsistencies in data time series.
2. Ability to answer phone and email enquiries to support college users.
3. Excellent skills in use of MS Excel – through working in an accounts environment or in a science or technology environment for example (to include the use of vlookup, pivot tables, filtering, subtotals).

Desirable:
4. Experience of using MS Word and using email to share data files and websites (for example, Drop Box, energy management software energy industry websites)
5. Awareness of how the Cambridge Colleges are organised and ideally some knowledge of their buildings and estates.
6. Experience and understanding of energy bills.
7. Prior use of Systemslink energy management software (training will be offered)

Salary: a minimum of £8.50 per hour, depending on experience, for about 16 hours a week (initially Mondays and Wednesdays, but these can be varied by agreement)