Post Title: Energy Administrator
Reporting to: Office Manager
Salary: £26,500 pa (pro rata)
Hours: approximately 0.3 FTE (average of 10 hours per week allowing for periods of higher and lower workload depending on the billing cycles), hours and working pattern to be agreed
Tenure: Fixed term (13 months in the first instance until August 2024)

Energy Administrator

The post sits within the Office of Intercollegiate Services, which is a company owned by the Cambridge Colleges that supports the activities of the principal intercollegiate committees including the Bursars’ Committee and its various sub-committees. The General Purchasing Sub-Committee (of the Bursars’ Committee) provides leadership and oversight of “Value for Money” and collaborative purchasing initiatives across the Colleges, working in close association with the University. The Office Manager will be responsible for the day-to-day management of the Energy Administrator and the intercollegiate lead on energy procurement will allocate work.

The Energy Administrator will assist the General Purchasing Sub-Committee in providing administrative services for electricity bill validation on behalf of Colleges. The post holder will act as the first point of contact between members of the energy purchasing consortium, energy suppliers and the consortium’s energy broker.

The core responsibilities and duties of the postholder will be to:

i. act as a point of contact and reference between all 35 constituent members of the energy purchasing consortium (the consortium), energy suppliers (Smartest, Corona, Opus) and the consortium’s energy broker (Kinect WFS).
ii. curate, maintain and update the Systemslink database with all monthly and quarterly bills for the consortium, collaborating with energy suppliers’ billing departments to ensure viable and accurate data uploads.
iii. run reports from the Systemslink desktop software at Colleges requests, compiling quarterly and annual consumption data based on invoice and direct read information.

The position attracts 25 days of paid holiday per year, plus bank holidays (pro rata), and a free lunch on days where you are in the office. The postholder will be based at the Office of Intercollegiate Services, although we would be open to a variety of flexible arrangements and locations, subject to successful access to systems and software. We have a track-record of offering flexible working arrangements to our employees and are happy to consider any suggestion if you believe that you have a real contribution to make.

How to apply: Applications will include the completion of an application form and (optional) equal opportunities form and a covering letter. Completed applications should be emailed to jobs@ois.cam.ac.uk. The letter will be expected to demonstrate suitability by addressing the issues outlined above. Informal enquiries to Diane Brooker, Office Manager: admin@ois.cam.ac.uk.

The closing date for applications is Thursday, 20 July 2023; interviews will take place during the afternoon of Thursday, 27 July 2023.

How we use your personal information: Your personal data will be used by us in the first instance solely for the purposes of considering your suitability for employment and for us to manage our recruitment processes, including our monitoring of equality and diversity within OIS. A copy of our full data
protection statement for job applicants is available at:
ouis_data_protection_statement_for_job_applicants.pdf (cam.ac.uk)