

Energy Assistant			
Reference No.	AA403	Type	Individual
Service	Assets, Transportation & Environment - Property Services		
Job Family	Admin Clerical 3	Grade	FC4

Purpose
To process utility invoices for internal and external clients. Using consumption data to investigate use of energy and billing issues. To provide data for utility procurement tendering, for targeting and monitoring, for assessing energy and water saving proposals and for proving savings achieved. To provide administrative support to energy Management Team Officers.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Supplier Billing Processing electronic data interfaces (EDI's) containing detailed utility consumption and charges for non-domestic Council portfolio. Breaking down the data to distribute charges to the correct Fife Council cost centres and preparing data for upload into Oracle.</p> <p>Identifying charges which relate to third parties (i.e. Trusts and third-party organisations) and raising debtors' invoices. Downloading from the utility supplier's website, original invoices for provision to the third parties along with the Fife Council invoice.</p> <p>Receiving invoices via external mail, validating and entering into the monitoring and targeting system (Sigma) and processing for payment via Oracle.</p>	<p>Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent e.g. NC Administration, Business or IT.</p> <p>IT skills – highly proficient in the use of Excel formulae, VLOOKUP, concatenate etc (Embrace technology and information).</p> <p>Numeracy skills.</p> <p>Attention to detail skills.</p> <p>Self-starter – ability to plan and manage their own daily workload, deferring to line manager for support/clarification where required.</p> <p>Ability to provide a regular and effective service (Deliver results – See 'How We Work Matters' Framework).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Fife Council Billing Where Fife Council is the energy supplier (i.e., District Heating Systems), retrieving Building Energy Management System (BEMS) to extract energy consumption/meter reading information, validating through the monitoring, and targeting system (Sigma), creating interface for upload of data to Oracle to recharge internal customers and raising ASH debtors for external customers.</p> <p>Investigation of anomalies in consumption (relating to either supplier billing or Fife Council billing) and visiting sites to monitor / record energy usage.</p>	<p>Communication skills.</p> <p>Interpersonal skills (Focus on customers).</p> <p>Initiative taking skills (Take ownership).</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Meter Readings Monitoring the meter reading email account, sourcing energy consumption data from Services, third parties or physical site visit To allow recording of meter readings in Sigma and in the utility supplier website.</p> <p>Investigating anomalies in meter readings, liaising with Services, customers or visiting sites as required.</p>	<p>Knowledge of the aims and function of energy management.</p>		✓
<p>Visiting a range of utility supply sites across the whole of Fife (some which may be remote with no public transport links), including landlord supplies, cemeteries, schools etc in relation to meter readings/query management/anomalies.</p>	<p>Valid UK drivers' licence.</p>	✓	
<p>General Supporting Energy Management Team Officers, creating and updating files, both IT and paper based, archiving and retrieving, as required (Energy Audits and Energy Performance Certificates).</p> <p>Providing any other general clerical and administrative support to the Energy Management Team which comply with:</p> <ul style="list-style-type: none"> • relevant legislation and regulations and the Council's and Property Services' policies on Health and Safety and codes of practice. • the Councils Scheme of Administration and Standing Orders. <p>Contribute to the achievement of the Council's corporate aims and values.</p>	<p>Administrative skills.</p> <p>Team working skills (Work together).</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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Maintaining, developing, and expanding the monitoring and targeting system to ensure data is available for targeting, monitoring, for assessing energy saving proposals and for proving savings achieved. Responding to general enquiries from Services and external customers and providing information as required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results