

Candidate Information

Position: Information Officer (Energy & Sustainability)
School/Department: Estates
Reference: 26/113120
Closing Date: Monday 9 February 2026
Salary: £32,186 to £36,912 per annum
Anticipated Interview Date: Tuesday 3 March 2026

JOB PURPOSE:

Based within the Estates Directorate and as part of the Energy Management Team the post holder will be responsible for providing technical and administrative support by compiling and analysing data to assist with budget setting, forecasting and identify sources of wasted energy to inform decision making in relation to energy management. The position will also include gathering and inputting utilities data, maintaining accurate and up-to-date manual and electronic records, and assisting with the processing of utility invoices in a timely manner.

MAJOR DUTIES:

1. **Management of Utilities Information and Documentation:**
Maintain the University's utilities information and documentation, ensuring the integrity, accuracy, and security of both manual and electronic records in line with best professional practice and compliance requirements.
2. **Energy Market Analysis and Reporting:**
Upon completion of necessary training, analyse /monitor energy markets to understand and identify price fluctuations. Use this market analysis to estimate the University's utility spending and cash flow, identify where costs may be higher than expected and provide reports for financial planning.
3. **Reviewing Energy Prices:**
Monitor supplier prices and highlight changes to the Estates Manager (Energy) to enable forward buying of energy to manage price risks.
4. **Utilities Consumption Reporting:**
Regularly produce clear and straightforward management reports (based on a general brief) on how much energy the University uses, using computer software and tools. These reports will range from basic to more detailed documents to facilitate a clearer understanding of energy use.
5. **Analysing Utilities Data:**
Under the supervision of the Energy Manager, conduct a thorough analysis of utilities data to pinpoint instances where the University is consuming excessive energy or utilities. Clearly identify these areas to facilitate targeted energy/utility-saving initiatives. Collect, organise, and present findings in an accurate and well-structured manner.
6. **Sustainability Awareness:**
Provide administrative support to workshops, projects, or activities that teach people about managing sustainability.
7. **Managing Utility Invoices:**
Assist the Energy Manager in promptly and accurately processing utility invoices, with support from Estates Finance Team. Provide support and assist with addressing inquiries regarding utility accounts, calculating VAT and Climate Change Levy for eligible energy usage, and verifying that any concerns with suppliers are resolved.
8. **Liaising with Utility Suppliers:**
Work with utility suppliers to quickly sort out invoicing problems and act as the main contact for any questions about utilities. Share or request information as needed, give clear advice on the best options, point out possible issues, and raise any concerns.

9. **Utility Consumption Validation and Reporting:**
Under the direction of the Energy Manager, be responsible for checking utility usage, calculating any extra charges, and preparing payment files. Highlight price or unusual fluctuations in consumption to the Estates Manager (Energy) to facilitate early opportunities to reduce costs.
10. **Supporting Energy Efficiency Surveys:**
In conjunction with the Estates Manager (Energy) assist with energy-saving surveys, which includes identification of consumption and baseline usage in business areas. Assist with the identification of energy efficient equipment for business units when the need arises.
11. **Administrative Tasks:**
Carry out routine administrative tasks as required.
12. **Other Duties:**
Undertake any additional responsibilities delegated by the line manager that are consistent with the overall scope of the position.

ESSENTIAL CRITERIA:

1. ONC/OND or equivalent in a relevant subject area or a Minimum of NVQ Level 3 or A-Levels in relevant subject (or equivalent) area to include a significant numerical component.
or
Substantial relevant experience in a similar role working at this level.
2. Significant practical and relevant experience in using or manipulating data, using spreadsheets or other analytical tools to formulate reports.
3. Demonstrable evidence of experience in the production and analysis of statistical information for the completion of reports.
4. Experience with a variety of IT systems—including databases, Excel, email, and internet usage.
5. Keyboard skills, knowledge of Energy Management Software Systems.
6. Good oral and written communication skills.
7. Ability to work on own initiative.
8. Ability to plan and organize workload to meet standards and deadlines.
9. Able to attend on site for a minimum of 80% of worktime.

DESIRABLE CRITERIA:

1. An 'A' Level (or equivalent) in Mathematics.
2. Degree (or or equivalent) in a subject area with a significant mathematical or computational component.
3. Practical relevant work experience where the core role is data management and statistical analysis.
4. Knowledge of current Energy Management regulations and initiatives.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Lee Bore - l.bore@qub.ac.uk