



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Energy Account Administrator

**DEPARTMENT:** Business Services

**LOCATION:** Lewes

**GRADE:** [East Sussex Single Status Grade 5](#)

**RESPONSIBLE TO:** Principal Energy Account Officer

### **Purpose of the Role:**

To support the implementation of the County Council's energy and water management policies and liaise effectively with utility contacts, internal and external clients to assist in promoting energy awareness.

This role will form part of the wider Orbis Property team, which provides Property related services across all Orbis authorities. This role has a core base location of County Hall, however meetings will occur at other sites which the post holder will be required to attend. In addition, our organisation supports flexible working and this can include working from home or from other partner offices both within and outside of the County.

### **Key tasks:**

1. Populate and monitor the utilities database with validated supplier invoices in time to permit clients to meet their payment key performance indicators.
2. Attend training as identified to ensure appropriate skills and knowledge in place to use TEAM database, support e-billing and ensure timely resolution of billing issues ensuring invoices are loaded, checked and paid within corporate deadlines.
3. Identify billing errors and arrange provision of corrected invoices by suppliers.
4. Resolve long-term invoicing queries where disputed data has prevented the presentation of invoices that can be accepted for payment.

5. Assist with the preparation of annual expenditure budgets and the monitoring during the year for the client base.
6. Assist with the preparation of reportage from the database to meet the requirements of the Heads of Service and legislative duties.
7. Assist in providing support to Services to Schools and the Carbon Management Group and other relevant groups.
8. Provide a day to day contact point for clients with the provision of basic technical support for the control of energy and water consumption.
9. Provide technical support for the energy and water management service given to the client base and other teams within Property.
10. Assist in the promotion of energy services to new and existing clients.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Good organisational skills.
- Good inter-personal skills and commitment to customer.
- Ability to work within recognised procedures
- Good telephone manner.
- Ability to deal effectively with conflicting priorities.
- Competent and accurate keyboard skills.
- Ability to converse at ease with customer and provide advice in accurate spoken English.

### Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Minimum of 3 QCF Level 2 qualifications including Maths and English or equivalent level experience.

### Essential knowledge

These criteria will be assessed at the application and interview stage

- Sound knowledge of Microsoft Office Suite.
- Basic knowledge of legislation relating to Energy Management.

### Essential experience

These criteria will be assessed at the application and interview stage

- Experience in general office work.
- Experience of working in a role where attention to detail is required.
- Experience of data monitoring and reporting.

### Other essential criteria

These criteria will be assessed at the application and interview stage

- Team Worker.
- Flexible approach to work to meet service needs.
- Ability to work on own initiative.
- Honesty, reliability and ability to maintain confidentiality of all sources of information.
- Ability to manage own time and projects.
- Commitment to personal development.

**Date (drawn up): Modified July 2022**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:**

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No