

Job Description

Role Title	Assistant Programme Manager, NI		
Directorate	Energy		
Team	Northern Ireland (NI)		
Line Manager	Angela Gracey-Roger		
Perm/ Fixed Term	Permanent		
Job Purpose	<p>The purpose of this role is to support the Programme Manager in leading EST's work in Northern Ireland.</p> <p>To support the Programme Manager with the smooth running of EST NI programme work including, but not limited to: the Programme Administration of the Northern Ireland Sustainable Energy Programme (NISEP); finance and liaison with external stakeholders and EST staff in other offices.</p> <p>To support the Programme Manager in maintaining EST's influence and impact in Northern Ireland to support decarbonisation and the alleviation of fuel poverty.</p>		
Resource Management Responsibilities	Budget/ Equipment Accountabilities	People (EST) Accountability	Contractor Accountability
	N/A	N/A	N/A
Critical Accountabilities (between 4-8)	<ul style="list-style-type: none"> ▪ Support the payment claim process for the Northern Ireland Sustainable Energy Programme (NISEP) liaising with internal staff and Primary Bidders as appropriate ensuring compliance with the NISEP Framework Document. ▪ Maintain and manage excel spreadsheets in relation financial records and grant spend and undertake reporting of NISEP via written / numerical reports. ▪ Inputting to the re-drafting of the NISEP Framework Document on an annual basis. ▪ Reviewing Scheme Variations sent through by Primary Bidders and updating spreadsheets accordingly. 		

	<ul style="list-style-type: none"> ▪ Evaluate proposed NISEP Scheme Submissions put forward by Primary Bidders to make recommendations for funding. ▪ Evaluate and compile Interim Reports and Post Implementation Reports (PIRs) for completed NISEP Schemes. ▪ Liaise with the Utility Regulator and other key stakeholders and attend external meetings where appropriate. ▪ Manage aspects of the Belfast office facilities including liaising with building manager, purchasing office stationery and supplies, equipment and furniture to ensure all office needs are anticipated and efficiently met. ▪ Represent EST at seminars/workshops/meetings in connection with NISEP and other EST work in NI. ▪ Support the Programmer Manager with business development opportunities in the local market. ▪ Undertake other ad hoc activities as required to support EST's overall objectives in Northern Ireland.
<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <p>Key knowledge required:</p> <ul style="list-style-type: none"> • Knowledge of energy and environmental issues. • Knowledge of the operation of Government and Local Government in NI. • Good understanding of grant programmes, the systems and processes. • An understanding of the issues involved in promoting sustainable energy to the public. <p>Key skills required:</p> <ul style="list-style-type: none"> • Excellent organisational skills with good ability to prioritise tasks within a demanding environment. • A proven track record in delivering excellent customer service. • Self-starter and able to work on own initiative with minimal supervision. • Results orientated with the ability to work to deadlines. • Excellent oral and written communication skills. • Strong customer focus applied to both householders and stakeholders • Strong financial and commercial acumen

	<ul style="list-style-type: none">• An enthusiastic and positive approach.• Office management skills (including a developed knowledge of IT systems/programmes – particularly Excel Microsoft Word, and PowerPoint). <p>Key experience required:</p> <ul style="list-style-type: none">• Strong administrative experience demonstrating excellent administrative and numeric skills.• Experience of managing financial records.• Experience of working as a key member of a multi-skilled team with an ability to deal effectively with people at different levels of seniority.• Demonstrable track record of delivering results• Experience of evaluation and monitoring scheme delivery <p>Experience of working with budgets and financial control systems/spread sheets</p> <p>Key qualifications required:</p> <ul style="list-style-type: none">• Graduate or relevant experience <p>Desirable:</p> <ul style="list-style-type: none">▪ A working knowledge of energy efficiency and renewable energy technologies.▪ A working knowledge of Power BI
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