Fixed Term Energy & Sustainability Administrator (6 months)

Job Summary

Robert Gordon University (RGU) is widely recognised – locally, nationally and internationally, as a distinctive part of Aberdeen's education landscape. Every one of our employees makes their own unique and equally important contribution to our success, at every level of our operation. The University's facilities at Garthdee have undergone major transformation within the last ten years, bringing a new level of service to the local community, staff and students. Estates and Property Services is the largest support service within RGU, with approximately 200 staff involved in the day to day management and development of the University.

We are looking for an Energy and Sustainability Administrator to join the Sustainability section in the busy Estates Department on a 6 month fixed term secondment. This role will provide administrative support to the Sustainability Team with a focus on energy data, helpdesk response and university-wide sustainability.

To apply please submit a statement answering why you are interested in this role and any admin experience you have. Your statement should not exceed 200 words. This should be submitted via myjobscotland under the 'cover letter' section of the application.

Job Description

RESPONSIBLE TO: Sustainability Manager

RESPONSIBLE FOR: No supervisory responsibility

PURPOSE OF POST: Provide administrative support to the Sustainability Team with a focus on energy data, helpdesk response and university-wide sustainability.

PRINCIPAL DUTIES:

- Responding to helpdesk queries for Transport and Energy
- Escalating queries/complaints to Transport & Sustainability Coordinator and Sustainability Manager when necessary
- Recording, collating and checking energy meter readings
- Processing invoices and
- Maintaining energy consumption data
- Collating university-wide sustainability information

Person Specification

ESSESTIAL REQUIREMENTS

Qualifications

- Highers - English preferred
- Relevant Administrative qualification or equivalent experience

Knowledge and skills

- IT Proficient, including Microsoft Outlook, Word and Excel
- Excellent written and verbal communication skills
- Customer-focussed
- Accuracy and attention to detail

Experience

- Extensive experience over a range of admin functions
- Proven experience in a similar role

Behaviours

Behaviour 1: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 2: Communication - Ability to receive, understand and convey both straightforward information, and information requiring careful explanation, in a clear and accurate manner

Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 4: Initiative and Problem Solving - Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions.

Behaviour 5: Analysis and Research - Experience of identifying and using a range of sources to produces reports that combine different types of data

Behaviour 6: Liaison and Networking - Experience of circulating information in an accurate and timely manner and working across team boundaries to build and strengthen working relationships

Salary: 26615.00 - 29354.00 GBP per Year

Position Type: Full Time , Fixed Term 35.0 Hours per Week