

Role: Energy Administrator	Region / Department: Conservation and Policy
Reports to: Head of National Estates	Pay Grade: Grade 3 Lower, £26,884 - £28,684 pro-rata, per annum
Location: Hybrid model WFH and Office (TBC)	Type of Contract: Full Time, Fixed Term (2 years)

JOB PURPOSE

The purpose of the Energy Administrator is to be the National Trust for Scotland's collator of energy consumption. The primary aims for this post are (1) to record energy consumption; (2) to save money; and (3) ultimately to reduce the carbon footprint of the Trust.

Key Requirements of the Job:

Monitor and record energy use – providing regular reports and updates
 Contact energy suppliers and ensure payments are up to date
 Ensure all energy bills are based on actual readings
 Transfer payments to direct debit (where possible)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The Energy Administrator will:

- Report directly to the Head of National Estates.
 - Collate energy consumption with the National Trust for Scotland.
 - Identify types of energy used in each property and monitor maintenance, servicing and replacement requirements in line with the Trust's policies.
 - Act as the Trust's primary contact with all utility providers.
 - Populate a database for all utilities: electricity, gas, oil, solid fuels and water. There are approximately 800 MPANs 150 water meters and numerous gas and oil installations.
 - Monitor solid fuel use across the Trust
 - Manage the handover of bills from one user (or tenant) to another.
 - Scope suitable energy management platform(s) to consolidate NTS energy use – particularly incorporating smart meters, half-hourly meters and real-time reporting.
 - Deal with day-to-day queries and issues.
 - Regular liaison with the Environment and Climate Change Team.
 - Benchmarking energy consumption against best practice guidelines.
 - Carrying out site inspections and completing energy surveys.
 - Keeping up to date with energy legislation.
 - Liaising closely with the NTS Climate Change Team.
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KEY PERFORMANCE INDICATORS

- A accurate record of energy consumption for electricity, oil, gas, water.
 - Regular and accurate reports to Business Managers on energy usage.
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REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential:

- Clean driving licence

Experience

Essential:

- A working knowledge of Microsoft Office (particularly Excel).

Desirable:

- Work in the property sector.
- An elementary knowledge of the electricity supply process (types of meter, phased supply etc.).

Skills & Knowledge

Essential

- An ability to serve internal and external customers with courtesy, diplomacy and efficiency and explain NTS processes in an understandable way.
 - Must have analytical and numerical skills.
 - Able to work independently with minimal or no supervision.
 - Able to collaborate effectively with members of multiple teams in the NTS.
 - Must be a team player, with a willingness to seek advice and guidance with a consultative approach to problem solving.
 - Ability to travel – the National Trust for Scotland has properties throughout Scotland, and the role will require travel to NTS sites to inspect and advise on operations.
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CAREER DEVELOPMENT

The Energy Administrator role is a new post in the Trust. Over the next 2 years the aim is to revise and streamline the energy management processes. It is anticipated that this post will develop into an Energy Manager role - as such the

post would suit someone who is keen to advance in this sphere after gaining a comprehensive knowledge of the way that energy is consumed within the organization.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 9th February 2025. Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"