

University College London JOB DESCRIPTION

END USE ENERGY DEMAND (EUED)

The UK is legally obliged to reduce its greenhouse gas emissions by at least 80% by 2050. As part of the Government's commitment to achieving this reduction, the Research Council's UK Energy Programme has committed over £30 million to the establishment of six End Use Energy Demand Centres, and a further £13 million has been committed by industrial partners. The centres will run for 5 years initially and will work collaboratively to conduct research to help better understand the UK's future energy needs.

EUED CENTRE DIRECTORS GROUP

The aim of the EUED Centre Directors Group is to ensure the UK is recognised as internationally leading in End Use Energy Demand (EUED) research. This will be achieved through the creation, communication and application of a coherent view of the activities of the UK's network of EUED Centres. In order to accomplish this, the Group will:

- Use the website at www.eued.ac.uk to demonstrate the scope of the opportunity for end use energy demand reduction, the range of current activities and their impact.
- Identify opportunities for future expansion in the research area.
- Identify and pursue opportunities for productive interconnection between the EUED Centres.
- As appropriate, deliver a collective view on relevant policy questions.

EUED CENTRES

The following EUED Centres form the EUED Centres Group:

CIE-MAP

The centre for the energy demand reduction in industrial energy, materials and products.

i-STUTE

The interdisciplinary centre for Storage, Transformation and Upgrading of Thermal Energy is dedicated to examining the potential for energy use reduction in heating and cooling.

DEMAND

The DEMAND Centre tackles the fundamental question of what energy is for. Achieving greater energy efficiency is important, but the trend is often towards more resource intensive standards of comfort, convenience and speed.

CSEF

The aim of the Centre is to carry out fundamental research into innovative technologies and approaches for energy demand reduction in food chains.

CIED

The Centre on Innovation and Energy Demand seeks to develop a socio-technical understanding of the emergence, diffusion and impact of low energy innovations.

RCUK CEE

UCL-Energy has focused the RCUK centre on an energy epidemiological approach that looks to re-interpret the health sciences research structure.

EUED CENTRES CO-ORDINATOR

Job Title: EUED Centres Co-ordinator

Department / Unit: UCL Energy Institute

Faculty / Division: The Bartlett School of Environment Energy and Resources

Location: Central House

Reports to: The School Manager

Grade: 7 - Salary £33,353 to £40,313 incl. London Allowance

Job Purpose:

The EUED Centres Co-ordinator will provide a single point of contact for the EUED Centres Group both internally and for a wide range of external stakeholders and organisations from corporate, government and funding organisations. The post holder will play a key role in the co-ordination of the EUED Centres group, will be responsible for administration and management, communications, events and the development of research and collaboration between the EUED Centres. They will work with the EUED Centre Directors and others to support and expand on the work of the EUED Centres.

The post is focussed on promoting and co-ordinating the activities of the EUED Centres Group. Close working with colleagues at all centres is essential and the post holder will need to develop networks of contacts across the EUED Centres. The EUED Centres Group plans to become a leading force in end use energy demand research in the UK that is recognised regionally, nationally and internationally as a leading partner for end use energy demand collaboration. Many activities will, therefore, have a regional, national and/or international dimension, requiring dialogues with a variety of external partners, such as UK and international universities, research councils, local, national and global businesses, local government and other significant stakeholders such as the UK Energy Research Centre (UKERC).

The post holder will be a highly motivated, self-reliant individual able to work with academic and professional colleagues across the EUED Centres group. They must be responsive to the different ways in which the individual centres operate. They will work with colleagues who are all experienced professionals focussed on the delivery of a successful strategy for collaboration that delivers value to the EUED Centres group. This strategy will address the growth and development of research and collaboration between the EUED Centres.

The successful candidate will have an interest in energy, and will be able to demonstrate enthusiasm for collaboration. They will possess the attention to detail, strong analytical skills, and excellent communication skills required to gather evidence and map the capabilities of the EUED Centres group and support the development of a new strategy for promotion and co-ordination of activities. The post is ideally suited to somebody who wants to gain experience in research management, translation and communication.

Key responsibilities and outcomes:

- Work closely with EUED Centre Directors to increase the impact of the EUED programme.
- Develop a strong international brand for the EUED programme.
- Provide a single reference and contact point for the EUED Centres Group and their stakeholders.
- Any other duties appropriate to the grade and role as required by the EUED Centre Directors.

The following lists examples of the type of activities the post holder may expect to undertake:

- Set up, implement, oversee and manage administration processes relating to the EUED Centres Group, including contributing and suggesting ideas for the improvement and development of the support functions of the EUED Centres Group.
- Monitor and manage EUED Centre Group budgets and expenditure; prepare and comment on financial statements/reports using MyFinance and Excel.
- Develop a Communications Strategy for the EUED Centres Group, including the redesign of the EUED website.
- Publicise the activities of the EUED Centres Group, providing information/data to external sources, organising activities and preparing press releases and promotional materials through liaison with individual EUED Centres' communications and/or public relations officers.
- Oversee and manage organisation of events relating to the EUED Centre Group including collaborative events with partners and centres, including the annual joint centre Gala.
- Broker productive dialogues between EUED Centre academic staff and external stakeholders in response to incoming queries or in relation to planned funding proposals leading to collaborative research activities.
- Facilitate workshops to generate ideas for collaborative proposals.
- Develop and manage relationships with external stakeholders across the energy sector from government, DECC, EPSRC, ESRC, RCUK, InnovateUK, industry, etc. Including setting up a database of EUED Centre members and contacts, such as Academics, Industrial Partners, etc.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

University College London

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

E=Essential

D=Desirable

Job Title: Centre Administrator

	E	D
Knowledge, Education, Qualifications and Training		
<i>Minimum of 5 GCSEs at Grade C or above (Including Mathematics and English Language) or equivalent.</i>	X	
<i>Educated to A level standard, or equivalent, or having acquired equivalent experience, such as report writing.</i>	X	
<i>Educated to degree standard, or equivalent.</i>		X
Skills and/or Abilities		
<i>Computer literate, including Word, Excel, Outlook, Access, email and internet.</i>	X	
<i>Ability to use web publishing software to produce documents for the web.</i>		X
<i>Excellent verbal and written communication skills (including accurate grammar, spelling and punctuation).</i>	X	
<i>Excellent interpersonal and networking skills with the ability to relate to a wide variety of people from industry leaders, research councils and professional staff to students.</i>	X	
<i>Ability to research and extrapolate information using the internet and databases.</i>	X	
<i>Ability to collate and present information to inform reports for a variety of uses.</i>	X	
<i>Good numeracy skills with the ability to present and interpret statistics.</i>	X	
<i>Proven ability to work effectively under pressure, manage workload and prioritise tasks effectively.</i>	X	

<i>Ability to work collaboratively as a team and independently.</i>	X	
<i>Ability to motivate self and others.</i>	X	
<i>Ability to use initiative and be proactive in dealing with workloads.</i>	X	
<i>Commitment to high quality service provision.</i>	X	
Experience		
<i>Administrative work in a busy office environment.</i>	X	
<i>Administrative work within the Higher Education sector, or similar.</i>		X
<i>Experience of online systems/databases such as PORTICO.</i>		X
<i>Experience of establishing, managing and maintaining databases.</i>	X	
<i>Experience of event planning and management.</i>	X	
<i>Experience of organising and servicing committees including taking minutes.</i>	X	