

Role: Energy Management Support Officer
Area: Asset Operations
Sub-Area: Operational Efficiencies and Contract Management
Location: Dublin
Duration: Specific Purpose
Salary: Competitive
Ref: 098AO21



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

Irish Water is part of Ervia group. Ervia is a commercial semi-state company responsible for Irish Water, Gas Networks Ireland and Aurora Telecom. Ervia directly employs over 1,600 people who deliver water, gas and dark fibre broadband services to 1.7 million customers daily.

The Role:

The Asset Operations function within Irish Water is responsible for the delivery of a safe, responsive, reliable and sustainable water and wastewater service through effective management and development of the water and wastewater assets. The function also supports the information requirements of Irish Water for detailed asset performance and workflow information to Asset Management in support of Investment Planning.

The Energy Management Support Officer will be responsible for providing both administrative and project management support to the Electricity Management Analyst.

Guided by the Electricity Management Analyst, the Energy Management Support Officer will undertake duties as required by Asset Operations in order to effectively manage the energy consumption and costs of Irish Water sites.

Main Duties and Responsibilities:

- Create and maintain an energy management database and reporting systems.
- Create and maintain finance and consumption monthly reports
- Maintain and update hard and soft copy functional filing systems
- Collate data/information to support the Electricity Management Analyst.
- Liaise with staff in other internal departments and external stakeholders (e.g. ESB) as required
- Respond to phone and email enquiries in a timely manner, engaging the Electricity Management Analyst as appropriate if an issue needs to be escalated
- General administration
- Other duties as required from time to time

Knowledge, Skills and Experience:

- Third level qualification in a relevant field e.g. business, engineering, information technologies

- Minimum 1 year of experience working within a complex organisation, preferably in the water/utility/regulated industry sector
- Experience in managing large amounts of information/data from multiple sources
- Experience in influencing others through the use of data
- Excellent verbal and written communication skills with an ability to translate technical issues for non-technical audiences
- Experience of:
 - Working in a constantly changing environment
 - Developing cross-functional relationships with the business to accomplish objectives
 - Anticipating and solving problems
 - Driving continuous process improvements – identifying opportunities, generating ideas, and recommending and implementing solutions
- Computer literate with experience using Microsoft Office software (Office, Word, Excel, PowerPoint and Outlook), and SharePoint
- Ability to:
 - Develop relationships to accomplish team goals
 - Manage own work
 - Set high standards for self and others
- Strong organisation skills with an ability to multitask

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is **5th August 2021**.
 Please note that applications submitted after this closing date will not be accepted.

*We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called **ibelong** to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*

Irish Water is an equal opportunities employer