

Job Details			
Job Title:	Assistant Analyst (Energy Bureau)		
Function:	Route Services		
Job Reports To:	Various		
Location:	Various		
Job Number:			
Family:	Analyst	Level:	3 Band: 5
<small>(Full details on Family, Level and Band can be obtained from Human Resources)</small>			
Job Purpose			
To provide support for information management, bill validation, query resolution, analysis and reporting.			
Safety Details			
1. This job MANAGES EMPLOYEES <i>(review and undertake the management accountabilities identified in the Managers' Handbook)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST <i>(Section 4.1.2 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE <i>(e.g. Running of Special Trains)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST <i>(Section 4.1.3 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence <i>(refer to the Guide to Job Descriptions for more detailed information on TRACK SAFETY competences)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Key Accountabilities			
<ol style="list-style-type: none"> Undertake the validation of utility (electricity, gas and water) invoices, and the management of supplier bill queries Raise purchase orders and ensure prompt payment of invoices to suppliers Generate bills for external customers which receive utility supplies from Network Rail Provide energy related advice and resolve queries from customers, both internal and external to Network Rail Upload data and documents and make changes to the Energy Link database Undertake the monitoring, measuring, analysis and reporting of energy usage Support the development and continuous improvement of processes and services. 			
Job Skills, Experience and Qualifications			
<u>Essential</u>			
<ul style="list-style-type: none"> Experience of dealing with customers effectively Educated to HND/HNC or equivalent relevant work experience Good general IT skills Good communication and analytical skills, with proven ability to present information effectively and appropriately Experience of extracting information and reporting from multiple sources, including databases. 			
<u>Desirable</u>			
<ul style="list-style-type: none"> A degree or equivalent Previous experience in an energy management or bureau related role. 			

Job Description Briefing		
Date Job Description issued to, discussed with and understood by Post Holder -----		
Name of Post Holder: ----- Signature: ----- (I confirm I have been briefed on the requirements of this Job Description and other related documents)		
Name of immediate superior: ----- Signature: ----- (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)		
Nominated Deputies		
If this is a KEY SAFETY POST (2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder is responsible for copying and briefing the Nominated Deputy(ies) on this Job Description.		
Name of Nominated Deputy: ----- Signature: ----- Date: ----- (As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job) <i>If there are more nominated deputies, they should sign further copies of this Job Description.</i>		
Amended by:	Sarah Robson	Dated: Aug 2022
		Version: 1.4