

Energy Industries Council

Job Description

Job Title:	Energy Research Assistant	Business Location:	London (Head Office)
Responsible to (Line):	Head of Power, Nuclear and Renewables	Responsible to (Function):	

Purpose / Role

The Energy Research Assistant role is to support the Heads of Oil and Gas, and Power, Nuclear and Renewables and the Energy Analysts in the delivery of EICDataStream and other intelligence products, by keeping project data up to date with accurate and timely information.

Key aims and objectives

- To maintain and better the quality of the information for all energy projects tracked in EICDataStream.

Prime responsibilities and duties

- Research and maintain the information relating to all projects that are tracked in EICDataStream. This will include identifying gaps in data and ensuring that all projects in the sector are up to date.
- Assist in the preparation of general information and graphical data for EIC publications.
- Monitor and provide regular internal quality checks on EICDataStream project information and report back to the Head of department.
- Propose improvements and changes to the functionality of the database system that would enhance the EICDataStream product.

Allied occasional duties

- Assistance in the preparation of data for Insight and Country reports.
- Attend where appropriate, seminars, conferences and workshops.
- As directed, exercise other relevant duties that the department may require.

Key internal interfaces

- Head of Power, Nuclear and Renewables and Oil and Gas
- Energy Analysts
- Regional Analysts
- Information Product Development Team.

Key external interfaces

- EIC Members
- Operators and Contractors

Core competencies

- Research: Proven ability to use multiple sources of information
- Time Management: Ability to manage time effectively while working on multiple projects
- Communication: Excellent verbal and written abilities
- Attention to detail and high level of accuracy
- Team work / as well as being highly self-motivated
- Planning and organising skills
- A good grasp of functional software packages i.e. Microsoft Office

Issued (date):	Signed by Line Manager:	Functional concurrence: (if appropriate)	Signed by Employee: