



# **Appointment of a Commercial Intern**

## **Applicant Information Booklet**

# Contents

Prior to submitting your application, we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

Section 1 – Background.....	3
Section 2 – Role Description .....	4
Section 3 – Person Specification .....	5
Section 4- The Appointment Process.....	7
Section 5 – Terms of Appointment .....	9

## Section 1 – Background

### Introduction

Mutual Energy is a ‘mutual’ company, formed to acquire and operate strategically important national energy infrastructure assets for the benefit of energy consumers in Northern Ireland.

We provide safe, reliable, and efficient gas and electricity transmission services directly to our customers, Gas Shippers and Electricity Traders, and so indirectly to energy consumers throughout Ireland and GB.

**OUR PURPOSE**  
To own and operate energy infrastructure in the long term interest of Northern Ireland energy consumers

**OUR STRATEGY**

-  1. Operate assets safely and cost effectively, outsourcing where appropriate
-  2. Deliver savings to current and future Northern Ireland consumers over the life of the assets
-  3. Collaborate with key stakeholders in the acceleration of decarbonisation
-  4. Manage market change and regulatory developments to minimise risk to the Northern Ireland consumer
-  5. Over the long term to acquire stable energy infrastructure assets at low cost to benefit the Northern Ireland consumer

The critical nature of the service is delivered by a core group of talented, innovative professionals.

Increased focus on playing our part in the energy transition to Net Zero by 2050 leads us to recruit a Commercial Intern to complement the team in continuing to deliver vital services.

Further information on Mutual Energy’s work, including its latest annual report, is available at [www.mutual-energy.com](http://www.mutual-energy.com).

## Section 2 – Role Description

**Role:** Commercial Intern

**Responsible to:** Commercial Analyst

### Working in the Markets and Regulation Team

The Markets and Regulatory team manage the commercial operation of the Mutual Energy assets, generating revenue and delivering value to NI consumers from them, and ensuring commercial and regulatory risks are managed.

### Role purpose

The role is a development position; the Commercial Intern will shadow, support and report to the existing Commercial Analyst. This opportunity will afford the successful candidate a high level of individual responsibility, whilst providing the required support to develop their skills and career.

This role should appeal to you if you wish to apply your technical expertise in a real-world environment to deliver value and efficiency savings to a company working in the interests of Northern Ireland's energy consumers.

### Key Duties will include

- Assist with development of new processes and tools to monitor and provide insights on market participants' activity in the SEM and GB electricity markets.
- Identify, develop, and implement efficiency improvements for business tools and processes.
- Use established processes and software tools to verify commercial settlement documents, invoices etc., investigating, reporting, and flagging discrepancy and issues where appropriate.
- Prepare regular reports and responses to ad hoc queries from management and finance team, using data insights.
- Assist with the management and development of databases relating to the commercial operation of the Moyle Interconnector.

The above is given as a broad range of duties and responsibilities and is not intended as a complete description of all tasks.

## Section 3 – Person Specification

### Essential Criteria

#### Qualifications / Experience

1. Familiarity with Microsoft Office, in particular Excel (additional training can be provided if required)
2. Competence in the use of programming languages, including but not limited to SQL and Python
3. A right to work in the UK

#### Competencies

We would expect the successful candidate to be able to demonstrate the core competencies below and have the ambition and capability to develop further.

##### **Interest in Role**

- a clear interest in applying data analysis and IT solutions to interpret data and improve business outcomes
- interest in data processing, storage, and querying
- high level of drive and motivation

##### **Team Working**

- understand the importance of the teams' goals and individual accountability to ensure team success
- work harmoniously with others
- work with a flexible approach in a small team environment
- treat everyone with respect and dignity
- proactively consider everyone's health, safety and welfare
- support colleagues in efficiently delivering corporate objectives in accordance with policies and procedures

##### **Communication**

- build productive relationships with key stakeholders
- convey concepts effectively in person, through technology and in writing
- adapt for different audiences and for outcomes
- effective personal presentation
- the ability to produce and effectively communicate business reports

##### **Problem Solving**

- analyse and interpret complex information, while understanding of the wider implications
- take responsibility of problems and achieve their resolution
- capable of working on your own initiative
- excellent attention to detail

## **Organising and Planning**

- respond to shifting priorities, demands and timelines
- maintain effective administration
- effective time management, meets deadlines and standards
- ability to work on own initiative

## Desirable Criteria

- An interest in the energy sector, particularly wholesale electrical markets
- Familiarity with VBA programming language
- Knowledge of effective database management
- Knowledge of database hosting technology, familiarity with Microsoft SQL Server Management Studio
- Basic level of financial literacy/knowledge
- Familiarity with data analysis and visualisation techniques.

## Section 4- The Appointment Process

### How to apply

To apply for this position please submit a tailored CV and cover email explicitly outlining how you meet all of the essential and relevant desirable requirements of the role, as well as a completed monitoring form (info below) to [rowan.tunncliffe@mutual-energy.com](mailto:rowan.tunncliffe@mutual-energy.com). Please include university module titles and grades where available.

### Deadline

Applications close at **9am on Monday 14<sup>th</sup> February 2022**.

### Monitoring Form

Mutual Energy Limited monitors applications for employment in terms of community background, sex, disability and race. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift against the eligibility criteria. Applicants who have not fully demonstrated in their application how they meet each of the eligibility criteria will not be progressed to the next stage of the process.

In the event of a large number of applications, further sifting may also be undertaken on the desirable criteria to form a shortlist for interview.

### Interview stage

It is expected that the preliminary stage interviews will take place **week commencing 28 February 2022**. Those invited should make every effort to attend on the specific date and time.

Interviews will be conducted either in person or via Microsoft Teams, depending on the COVID-19 situation nearer the time.

### Final stage

We aim to appoint following the preliminary stage, however in the event of a large number of high-calibre candidates, applicants may be asked to attend a final stage interview and undertake a short technical exercise to demonstrate their skills.

### References

Applicants are required to provide details for two referees. Referees will not be contacted until after the interview process.

## Security Clearance

The Mutual Energy assets provide an essential service for security of gas and electricity supplies. As such, the company conducts background screening of potential new employees. This process is guided by BS7858 which sets out recommendations for the security screening of individuals to be employed in an environment where the security and/or safety of people, services, personal data or property is essential.

## Medical Information

If we wish to offer you employment, you will need to undergo a pre-employment medical. If you are aware of a medical condition which you think could be affected by the nature of the job, please make us aware of this.

## Timeframe for process

- The deadline for completed application forms is 9am 14<sup>th</sup> February 2022, applications received after this time will not be considered.
- Eligibility sift will be conducted from after the closing date.
- Preliminary stage interviews are likely to be held week commencing 28<sup>th</sup> February 2022.
- If required, final stage interviews are likely to be held week commencing 7<sup>th</sup> March 2022.

**N.B. Subject to change due to COVID-19**

## Further information

Should you have any further queries about the recruitment and selection process, please call Roisin Clarke Tel 02890 437580

Due to the expected large number of applications, individual feedback will only be given to candidates who are shortlisted following the eligibility sift.

**MUTUAL ENERGY IS AN EQUAL OPPORTUNITIES EMPLOYER.  
ALL APPLICATIONS FOR EMPLOYMENT ARE CONSIDERED STRICTLY ON  
THE BASIS OF MERIT.**

## Section 5 – Terms of Appointment

- Duration:** The post is a 12-month fixed-term contract. It is envisaged that the role will start in August 2022.
- Salary:** The salary will be c. £18,000 p.a. There is a bonus scheme, for which the successful applicant will be eligible.
- Pension:** Eligible to join the Company's Group Personal Plan, subject to the rules and provisions of the plan.
- Annual Leave:** 25 days annual leave, excluding bank holidays.
- Location:** Based at Mutual Energy Ltd, The Arena Building, 85 Ormeau Road, Belfast.

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