

Job Title	Net Zero & Innovation Information Assistant
Department	Innovation
Reports to	Innovation Portfolio Coordinator
Grade	Grade 3
Purpose & Overview	<p>To design, deliver and manage a suite of Management Information (MI) across the Net Zero and Innovation portfolio strategy to key stakeholders, including but not limited to strategic fit, benefits tracking, delivery resource and availability, project progress and collaboration, highlighting portfolio issues and patterns to relevant stakeholders and supporting teams to resolve any issues.</p> <p>The MI will feed into both strategic and tactical project planning, executive steering committees and externally to support regulatory reporting to Ofgem. It will need to proactively manage and track the portfolio for a wide variety of stakeholders, creating different views of the core data model and be able to be flexible as we identify new ways of managing portfolio information in a fast-moving area.</p> <p>The role will be responsible for ensuring varying stakeholders have access to the right information at the right time and work alongside the Innovation team and key stakeholders across the net zero team and wider areas of the business.</p> <p>This role will have the opportunity to gain experience in project management once an established and well managed portfolio MI suite is in place.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Understand what data exists today, in what format and how best to develop a core data model and suite of reporting (current MS Excel spreadsheet needs to migrate to PM system) • Understand where gaps exist and how we can overcome to ensure a robust set of data. • Develop a strong core data model and rule set, and map and deliver a set of appropriate reporting for each stakeholder group that is easy to manage and fits with existing technological architecture e.g. SAP, MS O365 S5 licence which includes PowerBI) • Take ownership of the Innovation Measurement Framework and suggest improvements to regulatory reporting we supply to Ofgem and work closely with finance to link existing finance reporting into the core data model. • Develop a consistent approach to project benefits monitoring and tracking, working with the innovation team

	<p>and the net zero funding coordinator to ensure that anything added to funding applications is captured accurately and there is a process in place to track.</p> <ul style="list-style-type: none"> • Create the required process governance to ensure reporting is fully documented alongside any training documentation. • Provide portfolio support to the innovation team with the opportunity to develop skills in this area as processes become established. • Maintain and delivering any dashboard changes and/or maintenance on an ongoing basis • Analyse data in order to support and assist the Innovation & Funding Manager to drive performance within the portfolio whilst working alongside finance teams and reporting.
Technical Know-How & Skills	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Strong Excel (xlookup, sumifs etc.) & MS O365 skills, desirable PowerBI and SAP BW • Experience understanding data models is an essential criteria, it would be strongly desirable to have this in relation to business processes / regulatory requirements • Ability to work under pressure, dealing with a wide variety of tasks, whilst meeting strict deadlines • Excellent administrative, oral, written communication skills • Reporting creation and implementation expertise • Must be self-motivated and driven and complex problem solver • To be able to work as part of a team or as an individual as required <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Project Management toolsets e.g. MS Project, Microsoft Lists and Power Query