

**Department for Business, Enterprise and Regulatory Reform**  
**VACANCIES FOR UNIVERSITY BASED SANDWICH STUDENTS**  
**IN THE ENERGY GROUP'S 'STRATEGIC ANALYSIS' AND 'INSTRUMENTS STRATEGY AND**  
**STATISTICS' TEAMS**

June 2008- June 2009

The Strategic Analysis Team of the BERR's Energy Strategy and International Unit (ESIU) and the Instruments, Strategy and Statistics Team of the Energy Markets Unit (EMU) are jointly responsible for providing information and statistics on energy as well as taking the lead within the Department on social, environmental and consumer issues concerning energy.

They produce and publish energy statistics, and help government, business and international organisations to obtain the information they need. They are also responsible for co-ordinating policy on energy efficiency and fuel poverty, requests for briefing, responding to parliamentary questions and public correspondence about and requests for energy information.

**POST A**

**EMU-EMI: Energy Efficiency Policy and Demand Statistics**

This small team of 6 individuals is responsible for energy efficiency policy together with the development and compilation of data on, energy consumption, particularly at a regional level, and its impact on carbon dioxide levels. Some of the statistical work produced by the section can be viewed on the BERR website at <http://www.berr.gov.uk/energy/statistics/regional/index.html>. The student will provide a wide variety of support including:

- Developing and maintaining both new and existing linked spreadsheet systems and databases for the compilation of energy consumption data
- Compiling and presenting data as charts and tables for the incorporation into quarterly and annual publications and internal briefs.
- Gaining experience in researching and presenting information on individual subjects
- Contributing to the development of analyses of trends in energy demand and energy efficiency, including the production of indicators
- Statistical analysis of energy data, particularly relating to regional energy consumption and carbon dioxide emissions.
- Analysing how energy consumption impacts on greenhouse gas emissions
- Being the first port of call for queries on energy consumption, environmental and regional statistics

The student will gain knowledge of the energy sector, develop their interpersonal and team working skills as well as gain an understanding of the running of a large government Department. Training and experience in the use of spreadsheets (Excel), word processing (Word), databases (Access), presentations and graphics (PowerPoint), will also feature highly in this post.

**POST B**

**ESIU-ESA2: Oil and Gas Information Systems**

The student will be part of a team of six responsible for statistics and information on the UK oil and gas industry covering data on oil and gas production, oil refining and sales of oil products together with information collection during any oil supply emergency. The student's primary role will be as an ad-hoc researcher helping with the production of analyses and reports (eg articles for publications and briefing material for Ministers and officials). They will also collect and analyse company-level data and information from other sources to monitor trading in the oil and gas markets.

The work required will include:

- Ad-hoc research into different aspects of the oil and gas market, including production of summary analysis;
- Production of summaries and detailed breakdowns from large datasets;
- Completion of domestic and international data returns;
- Management of data collection systems;
- Construction of PowerPoint presentations.

The work will also involve the use of various database management, graphics and statistical analysis software using both the BERR-wide network systems with common Microsoft Windows software packages (Word, Excel, PowerPoint and Access). Full training and support in the use of the applications will be provided, but an interest and familiarity with some of the packages listed above (particularly Excel) and a general interest and knowledge in statistical work and energy would be an advantage.

## **POST C**

### **ESIU-ESA1: Electricity, gas, coal and renewables statistics**

The student will be part of a friendly team of six responsible for the production and analysis of electricity, gas, coal and renewable energy statistics. These statistics are published or supplied to other national or international organisations according to set monthly and quarterly timetables. Figures produced by the section are also used extensively for briefing Ministers and the policy directorates of BERR's Energy Group, and answering questions raised by them and by the general public.

The work required will include:

- Overseeing the electronic collection of data from energy companies through a portal system, refining and improving the electronic forms as necessary.
- Carrying out ad hoc analyses based on the large spreadsheets (Excel) and databases (Access) of energy data collected, producing charts and summary tables for merging into textual documents.
- Refining and improving the standard tabulation produced from the spreadsheets and databases
- Using the PowerPoint package to communicate the section's statistics via the BERR's internal network.
- Working closely with BERR's energy modelling section that is responsible for the Updated Energy Projections.
- Some statistical analysis of the data.

The work will also involve the use of various database management, graphics and statistical analysis software using both the BERR-wide network systems with common Microsoft Windows software packages (Word, Excel, PowerPoint and Access). Note that this is NOT regarded as an Information Technology post and where necessary full training and support in the use of the applications will be provided, but an interest and familiarity with some of the packages listed above (particularly Excel) and a general interest and knowledge in statistical work and energy would be an advantage.

ESA1's statistical publications and outputs are posted on the energy part of the BERR web site and can be viewed at <http://www.berr.gov.uk/energy/statistics/publications/index.html>.

## **POST D**

### **ESIU-ESA3: Energy Balances, Prices and Publications**

The student will be part of a friendly team of seven responsible for calculating energy balances, statistics on energy prices, and for producing the Energy Group's printed statistical publications. The publications can be viewed on the BERR web site at <http://www.berr.gov.uk/energy/statistics/publications/index.html>

The post holder will mainly work on energy price statistics, liaising with companies in the energy industry to collect data on electricity, gas and petroleum products, and then analyse and present these statistics. This data forms part of the *Quarterly Energy Prices* publication posted on the Department for Business, Enterprise and Regulatory Reform website at <http://www.berr.gov.uk/energy/statistics/publications/prices/index.html>. The post holder additionally will undertake ad-hoc projects across a range of energy issues.

A key part of work on energy prices analysis is related to fuel poverty analysis and monitoring. Fuel poverty is currently high on the agenda of the Energy Minister, and the post will thus involve exposure to a fast moving and topical subject area.

This post will give you the opportunity to learn about the energy sector; develop your interpersonal and team working skills; and to further develop your numerical and analytical skills. During the post you will become an advanced user of both Excel & Word, and will use specialized software to undertake a variety of tasks. Full training and support in the use of the software applications will be provided

**General Information:**

All vacancies are located in 1 Victoria Street, London holding an attractive salary and other benefits associated with the Civil Service.

**To apply:**

Students **must** send their CV's **and** a covering letter stating why they are applying for the posts. Students should indicate, in preference order, the posts in which they are interested. Please note that any applications received with only a CV or covering letter on their own will not be considered.

Applications should reach me by Monday 12th November 2007 so that interviews can be arranged.

Please send your applications to:

Miss Emma Nadolny.  
Department for Business Enterprise and Regulatory Reform.  
Energy Strategy and International Unit.  
Bay 2101  
1 Victoria Street  
SW1H 0ET

Or via e-mail to: [emma.nadolny@berr.gsi.gov.uk](mailto:emma.nadolny@berr.gsi.gov.uk)

Tel: 020 7215 5188

If you have any queries, please do not hesitate to contact me.