



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Position Overview

We are seeking a curious and detail-oriented Energy and Sustainability Officer to join our sector leading Energy Team in the City of London's City Surveyors department. This is a new apprentice position and as such there is an excellent opportunity to gain experience in the expanding and high-profile energy and sustainability sector. This role will offer opportunity to learn various aspects of the field, including analysis of energy and carbon data, energy management, working with building energy management systems (BEMs), engagement with heat network plans & discussions, and more. There will also be some minor administrative tasks associated with this role. The team are all extremely passionate and supportive, so this is an excellent opportunity to join a great team and explore various fields within the industry.

Key Responsibilities:

1. Using Excel or other suitable methods of reviewing data and ensuring accuracy
2. Owning and updating the Energy SharePoint site to communicate with various stakeholders.
3. Opportunity and support to learn BEMs systems, if desired.
4. Making minor changes to energy data, including updating the City's software (currently Sigma but subject to change).
5. Analyse and communicate energy data to support sites with reduction. This could include cost, consumption or carbon.
6. Opportunities to accompany our energy engineers on site visits to learn how to undertake energy surveys.
7. Create procedures and maintain procedures to document processes.
8. Support the Heat Network team with engagement/stakeholder communication.
9. Entering energy related Purchase Orders in Oracle or SAP.
10. Reviewing invoices with responsible members of the energy team and/or accounts payable to receipt invoices/managing unmatched invoices.
11. Invoice Review: Examine invoices for correctness, work with invoice validation team and site contact to resolve discrepancies if required.
12. Other energy-related duties as required.

Desired Qualifications and Skills:

Our goal is to find passionate individuals and we will support learning and training opportunities for the right candidate. Training can be provided on Microsoft products including Excel, Word, Power BI, SharePoint, Power Automate, and more. The following characteristics are desired, but applicants who show a strong desire to learn and offer support where needed are preferred.

1. Analytical Skills: Ability to review and interpret invoices and data for correctness.
2. Organizational Skills: Excellent organizational and time-management abilities to handle multiple tasks efficiently.
3. Communication Skills: Effective verbal and written communication skills to coordinate with team members and external stakeholders.
4. Detail-Oriented: Strong attention to detail and accuracy in handling documents and data.



Working Conditions:

1. This is a full-time position based in our office, with remote work opportunities.
2. Standard office hours apply, with flexibility as required.

What We Offer:

1. An interesting, engaging and supportive team.
2. Lots of learning opportunities.
3. Competitive salary and benefits package.
4. Opportunities for professional growth and development.
5. A supportive and collaborative work environment.
6. A direct climate emergency role.

Join our team and contribute to the efficient operation and success of our energy initiatives. If you are passionate about accuracy, organisation, and teamwork, we would love to hear from you.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

Why have you applied for this role?



Question 2:

What skills do you think you can bring to the role?

Question 3:

What attracted you to the City of London Corporation?

Question 4:

What interests you most about the Energy Support Apprentice Program?

Question 5:

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (500-750 words)