

UoS Internships- Advertised External and 3rd Sector Job Description and Person Specification

Name of Organisation	Market Operator Services Limited (MOSL)
Title of Internship	Market Performance Analyst
Location of Internship	Southampton
Duration of Internship (total hours or weeks)	8-10 weeks (not including annual leave)
Start Date	June-July 2020; negotiable
End Date	End September 2020
Full-time (35 hours a week) or Part-time (if part time please state hours)	Full time 37.5 hours
Salary (p/h) (Only applicable for external roles- minimum is £8.21 per hour) 3 rd Sector internships are paid £8.92 p/h	£9.50/hour

JOB DESCRIPTION

Job purpose Please outline the particular project(s) on which the intern(s) will be working, and how this contributes to the long term strategy of your organisation. The more information you are able to provide, the better understanding students will have of the role and your organisation.

Market Operator Services Ltd (MOSL) is a not-for-profit company set up in 2015 to design, build and operate the world's largest competitive water retail market. The market opened on 1 April 2017 enabling 1.2 million businesses, charities and public sector organisations in England to choose who supplies their water and wastewater services.

We offer:

- The chance to shape a young and evolving market and work alongside key players in the water industry including the regulator, government agencies and our water company members who operate in the market
- The opportunity to develop your analytical and data management skills in a constantly changing environment to identify trends and deliver greater insight to the market in terms of

performance and improvement

- An environment in which you can build a strong network, both internally and with key external stakeholders, and develop your understanding of the water industry, its commercial landscape and the lifecycle of water
- You will be based in The White Building in Southampton, but you should expect some travel, for example, to industry events, meetings with wholesalers and retailers (trading parties) and learning opportunities outside of the office
- A bespoke learning and development week will be programmed to include work experience with partners and members such as CGI www.cgi.co.uk. Travel may extend outside of the UK.

Interns will work with the Market Performance team and other directorates to support data analysis and various market processes, such as trading party performance reporting. You will have direct access to market data and will be able to test and develop your knowledge working with real datasets.

You will perform hypothesis-led data interrogations and provide recommendations for improvements based on findings. We are a genuine learning organisation, which means your suggestions will be heard and valued.

You will attend external industry meetings and events to gain insight and knowledge of the wider industry. You may also be asked to take an active role in these meetings and forums, where appropriate. You will be fully supported by your sponsor and line manager.

Intern Programme

1 week - Introductions/Induction

6-7 weeks - Project/ Work programme guided by your line manager with weekly 121s and regular support from your sponsor who is a member of the Senior Leadership Team

1 week - Learning & Development week - this can be in one block or throughout the duration of the internship depending on opportunities. It will include shadowing your sponsor, visiting stakeholders and trading parties with Portfolio Managers, apprentice/intern exchange with our technology partner, CGI, and 'Masterclasses' with industry bodies, such as the Consumer Council for Water (CCWater)

1 week - Review - This will include an internal presentation of 'lessons learned' and evaluation of placement.

Key accountabilities/primary responsibilities

1. Create visual representations of performance data to support market hypotheses.

Key accountabilities/primary responsibilities	
2.	Identify areas for improvement based on data patterns. Create tools and routines to improve existing processes through ease of use.
4.	Simplify reporting through visual representation of data.
5.	Recommend process improvements based on lateral thought and logic.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications, knowledge & experience	<ul style="list-style-type: none"> 💧 MUST be a current student at Southampton University studying in your second or third year 💧 Intermediate/Advanced skills in Microsoft Excel (e.g. familiarity with VLOOKUP and Pivot tables) 💧 Knowledge of statistical programming languages, such as Python and/or R 💧 Knowledge of SQL and experience working with large amounts of data and relational databases, such as MySQL and SQL-Server 	<ul style="list-style-type: none"> 💧 Currently studying for a numerical/technical based degree with a focus on statistics, such as Economics, Statistics, Mathematics, or Computer Science would be advantageous 💧 Knowledge and experience of data visualisation software, such as PowerBI
Planning & organising	<ul style="list-style-type: none"> 💧 Attention to detail and the focus on quality outputs 💧 The ability to work to tight timescales and evolving priorities 	
Problem solving & initiative	<ul style="list-style-type: none"> 💧 Ability to interpret and analyse complex data to provide insight and draw conclusions 	
Management & teamwork	<ul style="list-style-type: none"> 💧 Enthusiasm to learn and be an active and involved member of the wider MOSL 	

	team	
Communicating & influencing	<ul style="list-style-type: none"> Good communication skills including the ability to present ideas/solutions 	<ul style="list-style-type: none"> Knowledge of Microsoft PowerPoint and SWAY Report writing
Other skills & behaviours		
Special requirements		<ul style="list-style-type: none"> Passport holder with over sixmonths' duration.