

Graduate Junior Development Manager

Job Description and Recruitment Pack

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GreenPower

GreenPower is an independent Scottish owned renewable energy company, developing, owning and operating wind, hydro and solar power projects across the UK.

Our vision is of an economy powered entirely by renewable energy. In a changing regulatory environment achieving this vision will require new thinking and new ways of doing business, which will involve GreenPower in storage, energy conversion and supply as well as our core business of generation.

GreenPower's development portfolio includes both small and large wind projects, run of river hydro schemes and solar farms. We are currently preparing to build out our first solar farm which will be co-located with an existing wind asset.

We have circa £100m of operational projects under our management, including wind and run of river hydro. Most assets are owned by GreenPower, with two projects where we are joint owners with investment funds and two operated on behalf of a third party. We are seeking to expand the operational business, both through growth of our own portfolio and providing asset management services to third parties. We believe there is significant potential in this market to improve asset management and drive additional value to project owners.

GreenPower employs a highly skilled team, committed to high quality ethics and working standards. In addition to robust technical and engineering diligence, our team has a strong sense of ownership, which we believe makes a strong difference to the long-term performance of the projects under our management.

The GreenPower group of companies is a multi-million pound business and further growth is anticipated.

Job Description

Introduction

We are seeking to expand our development team capacity by appointing a number of new development roles including a Junior Developer to assist specific wind, hydro, solar projects in the UK. There will also be a focus on other renewable energy technologies and project development opportunities. These posts will require individuals who have an understanding of renewable energy projects through either direct experience or higher education. The role would suit a recent graduate with relevant qualifications and/or an individual with experience in a junior role looking to transition into the renewable industry.

Detailed Job Description

The Junior Development Manager will assist a range of activities from site selection and evaluation, through project design and environmental assessment, submission of planning applications and on into pre-construction. There are active projects within the development portfolio at various stages of advancement that need project support, there will also be opportunities to directly manage projects. A degree of responsibility for budget and decision-making comes with the territory in order to press ahead with projects.

The responsibility of the Junior Development Manager is to provide support to Development Managers aiding in the objective to achieve satisfactory consents and sufficient rights to construct each project. In some instances, through support with the Development Manager(s), you will be required to establish and lead project teams, containing both internal and external staff, with a need to motivate and guide to achieve successful and efficient project delivery.

We are interested to hear from keen graduates with relevant qualifications for this role. Previous experience is not required, but an understanding of how the environmental, technical and commercial aspects of projects interact is hugely beneficial. Individuals with EIA consultancy or project co-ordination experience are also invited to apply.

There will be opportunities for graduates to liaise and negotiate with consultants, planning authorities, statutory consultees, stakeholder groups and the public.

The work will be diverse including wind, hydro, solar and other emerging renewable energy technologies and projects across the UK and internationally.

Roles & Responsibilities

The Junior Development Manager will be responsible for the following areas of work:

- Supporting Development Manager(s) with the planning, management and delivery of projects at all stages of development from site evaluation through to pre-construction;
- Assist with reporting on project risks and budgets;
- Assist with planning applications;
- Co-ordinating with in-house colleagues to ensure resources are available and applied to support the efficient development of projects;
- Assist with environmental, technical and commercial interactions;
- Assist negotiations with landowners alongside a Land and Estates Manager on both development sites and access routes;

- Consulting with planning authorities, statutory consultees, stakeholder groups and the wider public, including presentations at public meetings and effective co-ordination of community and stakeholder relations;
- Assist with managing external consultants – technical and environmental;
- Input to the project design process as part of the project design team
- Drafting and review of scoping reports, draft EIA reports and ES chapters;
- Assist reporting on project progress, both through written status reports and presentations at project meetings.

Whilst a significant amount of the work will be desk-based, you will be required to undertake site visits and attend meetings which will include overnight stays and overseas travel. A full driving license is required.

The job will also entail various other duties and responsibilities as reasonably required from time to time as directed by your line manager.

The Candidates

We need a graduate who will thrive in a dynamic environment, working well under pressure with a keen desire to learn and broaden their experience.

The candidate should be able to demonstrate an understanding of the consenting regime along with knowledge of the renewable industry through their qualifications and/or experience.

The successful candidate will have the ability to present complex information clearly and concisely and be able to demonstrate strong administrative skills. Renewable energy projects are frequently controversial and the current challenging route to market requires individuals to think outside the box and show determination and resilience in order to help drive projects forward.

Skills and Expertise

The successful applicant should have the following core skills:

- **Key Skills**
 - Understanding of the renewable industry
 - Educated to a Degree or Masters level in planning, project management, engineering, environmental sciences, or similar
 - Understanding of project management processes, budget control, or EIA requirements
 - Strong communications skills
- **Knowledge of IT Systems**
 - confident use of Windows based IT systems
 - ideally have experience of using and interpreting GIS mapping
 - high level of competence in basic office software such as word processing (Word) and spreadsheets (Excel)
- **Qualifications**
 - a graduate (or higher) in a relevant discipline with relevant experience and skills
- **Personal Attributes and General Aptitude**
 - Strong interpersonal communications and negotiation skills
 - excellent written and verbal communication skills
 - good use of written and spoken English language
 - a positive attitude to work and problem solving
 - the ability to work both alone and within a team environment
 - a smart, professional appearance is required at all times
 - presentation skills, with and without presentation tools (e.g. Powerpoint)
 - clean, full UK driving licence
 - ability to prioritise work, set and meet targets and manage time effectively
 - an eye for detail and precision
 - adaptability
 - a willingness to learn and engage in other areas of the business

Knowledge and experience in the renewable energy sector is preferable and will support the vision of a future based on meeting our energy needs from renewable energy.

Terms and Conditions

Salary

- Competitive terms will be offered to the right candidate in the region of £24,000 to £28,000 per annum.
- You will be expected to work a minimum 37.5 hour week (ie 9am – 5.30pm) During the pandemic, flexible and home-working have become more prevalent across the staff team and GreenPower is open to discuss flexible working arrangements.
- GreenPower also pay 3% of gross salary into a pension scheme, this is subject to pension auto-enrolment rules and therefore a small contribution may also be required from employees depending on your applicable salary.

Holiday Entitlement

- The posts carry a holiday entitlement of 25 days per annum personal leave, plus statutory holidays, accumulated pro rata.

Travel & Transport

- A full driving license is essential for this role; travel, principally between the Alloa office base and various sites in the UK is required. The nature of this post will require staying away from home on occasions. An electric car scheme will be available (conditions apply)
- The post holder must hold a full clean current UK driving licence.

Subsistence

- Expenses for subsistence, including accommodation, will be reimbursed at cost.

Employer

- The employer for this post will be GreenPower Developments Ltd.
- The posts will be directly responsible to a Development Manager and the Director of Development.

Review

- Performance will be reviewed initially after 3 & 6 months and annually thereafter.

Personal Development

- GreenPower believes in ongoing personal skills growth and we will work with you to determine your needs and interests and to encourage and support you in your personal development.

Equal Opportunities

- GreenPower is an equal opportunities employer and does not discriminate on the basis of gender, age, ethnic background or religion.

Location

- The post will be subject to flexible working from home and based within modern office in Alloa, which offers an excellent working environment. Alloa has a main line railway station with services directly to Stirling, Edinburgh and Glasgow. It is also well served by the trunk road network, and is close to the Kincardine Bridge.

Application Procedure

Applicants should ensure that their application includes the following information:

- **CV**, including details of all current and previous employment and all qualifications held.
- **Covering letter of no more than 750 words to include**:- a summary of your key attributes, qualifications/experience, and why you want to work within the renewable sector.
- **Details of two independent referees** who know your work; one of whom should be a line manager or equivalent from your current or most recent employer or lecturer. (These referees will not be approached until such time as a formal job offer is being made).

Applications should be marked 'Graduate Junior Development Manager' and be submitted by e-mail or post (do not fax your application to us) to:

Human Resources (Private and Confidential)

GreenPower Developments Ltd

The e-Centre,

Cooperage Way

Alloa

FK10 3LP

julie@greenpowerinternational.com

To discuss your application in confidence at any time, please call Julie on 01259 272158.

For further information on GreenPower, visit our web site at www.greenpowerinternational.com.

Reasonable travel and subsistence expenses incurred in attending the interview will be re-imbursed.