

Data Manager

Job Description and Recruitment Pack

Release from September 2022

Closing Date open



For further information about this post please contact Julie Kirk at:

GreenPower Developments Ltd

The e-Centre
Cooperage Way
Alloa
FK10 3LP

07795 492 998

julie@greenpowerinternational.com

www.greenpowerinternational.com

Contents

GreenPower.....	4
Job Description	5
Roles & Responsibilities.....	5
The Candidate	7
Skills and Expertise.....	7
Terms and Conditions.....	8
Application Procedure.....	9

GreenPower

GreenPower is a renewable energy company, developing, constructing, owning and operating wind, hydro and solar power projects across the UK.

Our vision is of an economy powered entirely by renewable energy.

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 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. This will shortly be joined by our first solar farm. Most assets are owned by GreenPower, with some projects jointly owned with investment funds and some managed on behalf of a third party client. We are expanding the operational business, both through growth of our own portfolio and providing asset management services to third parties. We believe there is significant potential to improve asset management services and drive additional value over the lifetime of sites.

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

We are seeking to employ a Data Manager to support our asset management and development teams.

Job Description

We are seeking to appoint an experienced Data Manager to take control of and be responsible for data collection and data management for our portfolio of projects from development through to operations.

This position reflects the need to ensure that all data collected from our portfolio of projects is of a high quality and integrity in order to support the business needs in terms of performance analysis, yield predictions, defect monitoring and reporting.

Many of the data management tasks that are required require high attention to detail and consistency of approach. Where possible we prefer to see these tasks automated with well documented systems and so the Data Manager should have experience of developing and implementing new systems, whether programmed in house or using third party software.

Operational management of the company's portfolio requires compliance with a number of contractual obligations with third party service providers and with shareholders and investors. Data handling and processing will need to be completed to tight deadlines and the Data Manager will be responsible for planning their workload to ensure these commitments are completed accurately and on time.

There is significant potential to develop new data handling systems and analysis routines. We encourage innovation and development of new ideas to improve the business capability to improve project performance.

The Data Manager will manage data sets collected from a wide range of sources, from turbine SCADA systems, through PC based logging and remote stand-alone data loggers. This will also involve supporting project managers on deployment of on-site communications networks and protocols.

Roles & Responsibilities

The job will involve:

- Data Collection;
- Data Checking & Cleaning;
- Data Archiving;
- Data Backup;
- Developing New Data Handling, Analysis & Reporting Techniques;
- Development of Functional Databases to permit easy access to data;
- Management of Meteorology Equipment – including remote site connection, data transfer and storage;
- Management of Statutory Inspections & Certs (e.g for wind monitoring masts);
- Daily monitoring of site performance, fault logs and events;
- Production of Project Performance Dashboards, inc appropriate KPIs;
- Preparation of regular scheduled project performance reporting – for the operations team, for the finance team and for project company boards;
- Ad-hoc analysis and reporting – investigating faults, ongoing performance issues, etc;

- Production data validation and comparisons to OEM data, calculating performance bonuses;
- Liaising with OEMs on software updates;
- Managing site telecoms;
- Setting and managing budgets;
- Support in Pre-Construction and Operational Energy Yield Assessments;
- Managing Equipment Maintenance & Calibrations; and
- Assisting with Temp Met Measurement Campaigns at Development sites – wind, hydro and solar.

The Candidate

This position requires someone with excellent data handling and numerical skills and a meticulous approach to their day to day work. Attention to detail is essential, as is an ability to prioritise effectively and work unsupervised delivering high quality work.

The successful candidate must have experience of handling large data sets, data quality management and reporting. Experience in the creation and management of SQL/ODBC databases would be preferred.

You should be a team player who is comfortable setting and working to tight deadlines.

We need someone who will thrive in a dynamic environment.

Skills and Expertise

➤ The successful applicant should have the following core skills:

- IT
 - confident use of Windows based IT systems;
 - experienced user of Microsoft Word, PowerPoint and Excel;
 - database skills;
 - programming skills, including Python (essential);
 - statistical analysis skills;
 - experience of data collection & SCADA systems;
- Qualifications
 - data programming using Python
 - software Engineer or similar
- Attributes and General Aptitude
 - strong work planning & scheduling;
 - able to work to tight deadlines;
 - an eye for detail and precision;
 - good use of English language;
 - excellent time management skills and ability to manage multiple tasks at the same time;
 - drive and enthusiasm ability to pick up and complete tasks on own initiative;
 - to maintain the corporate identity of the company at all times and to maintain strict commercial confidentiality;

Knowledge and experience of renewable energy is not required, but the candidate will ideally support the vision of a future based on our energy needs coming from renewable energy.

Terms and Conditions

Salary

- Competitive terms will be offered to the right candidate.
- You will be expected to work a minimum 37.5 hour week, which may include evening and weekend working.
- 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 post carries a holiday entitlement of 25 days per annum, plus statutory holidays (11 days), accumulated pro rata.

Travel & Transport

- A clean 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 may require staying away from home on occasions.
- You will be entitled to participate in the company's salary sacrifice electric car scheme and the company may make a contribution to those costs.

Employer

- The employer for this post will be GreenPower Developments Ltd.

Review

- Performance will be reviewed after three months and six months and then in line with staff review procedure.

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 will not discriminate on the basis of gender, age, disability, ethnic background or religion.

Location

- The company operates a hybrid working environment with both office and home working. The post will be formally based within our modern office in Alloa, which offers an excellent working environment. The post holder will be expected to spend significant time at our operating sites, which are currently across Scotland.

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 (no more than 750 words) to include**:- a summary of your key attributes and experience relevant to this post; details of current salary and any notice period that is required by your current employer.
- **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. (These referees will not be approached until such time as a formal job offer is being made).

Applications should be marked DATA 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 07795 492998.

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.