

Renewable Energy Site (Operations & Maintenance) Manager

Job Description and recruitment pack

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Closing Date open



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

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Contents

GreenPower.....	4
Job Description	5
Roles & Responsibilities	5
The Candidate	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 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 significant difference to the long-term performance of the projects under our management.

As part of our growth plans we are seeking to employ a Site Manager to support our Asset Management team. This is a new role in the company.

Job Description

The purpose of this post is for the Site Manager to be responsible for general site management, being the first point of contact for day-to-day operational matters. The SM will take the lead in ensuring the sites are operated safely with a view to maximising generation and controlling costs.

The Site Manager will help manage and coordinate contractors and suppliers carrying out their specialist works on our sites. This will include work scheduling and monitoring, maintaining work logs and tracking progress to fault response and repairs.

The Site Manager will be responsible for site inductions and toolbox talks and ensuring site safety rules are adhered to.

The Site Manager will also support the important relationships we have with our landowners and local communities and being the staff member most regularly on site will often be the face of the company.

The Site Manager will be expected to travel to our sites on a regular basis and in some cases this may require evening & weekend working and overnight stays. The sites are often located in remote and hilly areas and the Site Manager will need to be comfortable working in isolation and in poor weather conditions.

Cost control is important for the operational sites and the Site Manager will be expected to contribute to annual budget preparation and monitoring actual spend and planned expenditure.

Roles & Responsibilities

The SM's duties will include:

- Managing site work schedules.
- Conducting inductions and toolbox talks.
- Conducting regular general site inspections and maintaining records of condition and managing specialist contractors where required to conduct more detailed inspections.
- Monitoring production and operations regularly through SCADA etc so that any faults can be responded to quickly and downtime minimised, plus supervising plant start-ups after system faults.
- Managing site safety including organising specialist assessments, tests and inspections.
- Managing on site regular and minor maintenance works to equipment and infrastructure.
- Managing ongoing habitat management or mitigation works.
- Ensuring security systems are in good working order.
- Maintaining project records and logs.

- Providing regular reporting on completed and scheduled works.
- Managing and in some cases undertaking minor maintenance works, including cleaning hydro intakes, replacing water filters & lighting, weed management etc.
- Supporting our relationships with landowners and local communities.

The Candidate

The successful candidate will:

- have experience in managing operations and maintenance of renewable energy sites, ideally including wind farms;
- have a good understanding of operational site safety requirements and ideally be familiar with the Wind Turbine Safety Rules;
- ideally have experience with using SCADA systems;
- be a self starter, but also working effectively and positively with the rest of the team;
- have high ethical and quality standards;
- be comfortable working remotely in difficult and physically demanding conditions;
- have good communication skills, written and verbal, be fluent in English and demonstrate high quality report writing;
- be able to create and maintain high quality, detailed records of work undertaken and planned;
- be comfortable using non-specialist power and hand tools to undertake minor works safely;
- have excellent and effective time-management skills and the ability to manage multiple projects simultaneously;
- have a full UK driving license;
- be proficient with IT systems, specifically in the use of Outlook, Word, Excel;
- ideally have GWO working at height certification;
- be a qualified first aider and have current H&S certifications; and
- have a flexible approach to work, with drive and determination to see work completed on time and to a high standard;

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, accumulated pro rata (currently 11 days per annum).

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 will 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.

Subsistence

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

Employer

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

Review

- Performance will be reviewed after three and six months and thereafter annually in line with the staff review programme.

Personal Development

- GreenPower believes in ongoing personal skills development and we will work with you to encourage and support you in your professional 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 operated 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 'Site O&M 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.