



Field Operations Officer

ABOUT THE ROLE

The purpose of this post is for the Field Operations Officer to be responsible for general site management, being the first point of contact for day-to-day operational matters. The post holder will take the lead in ensuring the sites are operated safely with a view to maximising generation, minimising downtime and controlling costs. They will act as an ambassador for GreenPower, maintaining positive relationships with landowners, local communities and project stake holders.

ROLES & RESPONSIBILITIES

The Field Operations Officer's duties will include:

1. Facilitating access to site and delivering toolbox talks as required.
2. Maintaining high standards of health & safety and environmental practice across the sites.
3. Conducting regular general site inspections and maintaining records of site condition.
4. Regularly checking site status and identifying any operational issues requiring attention.
5. Monitoring works on site and providing regular reports on completed and scheduled works.
6. Carrying out on-the-spot, high-level checks of third-party contractors to ensure works are being carried out safely and in accordance with requirements.
7. Ensuring all site facilities are maintained in good working order, including security and safety systems.
8. Maintaining accurate site records, logs and other relevant operational documentation.
9. Undertaking minor maintenance and general site upkeep, including cleaning hydro intakes, replacing building water supply filters and lighting, weed management and other similar tasks.

ABOUT THE CANDIDATE

Essential Criteria

1. Understanding of health & safety and environmental compliance.
2. Previous experience working within the facilities management or industrial maintenance sectors.

3. Experience using non-specialist light duty power and hand tools to undertake minor maintenance works.
4. Strong communication skills, both written and verbal, with fluency in English and the ability to produce high-quality reports.
5. Proficient use of Windows based IT systems and basic office software such as emails (Outlook), word processing (Word), spreadsheets (Excel) and PowerPoint.
6. Effective time-management skills and the ability to manage multiple projects simultaneously.
7. Ability to create and maintain high quality, detailed records of work undertaken and planned.
8. HND or equivalent qualification.
9. Full, current driving licence valid for driving in the UK.
10. A genuine enthusiasm for working on site and travelling regularly, with the ability to travel extensively between locations.

Desirable Criteria

1. Experience in operations and maintenance of power generation or industrial plant sites.
2. Experience with using SCADA systems.
3. Familiarity with electrical systems.
4. First aid qualification and other H&S related certifications such as manual handling, managing HSE at work (or willingness to acquire).

Candidates should also have the following personal attributes and general aptitude:

1. High ethical and quality standards.
2. Self-starter, but also able to work positively and effectively within a team.
3. Comfortable working remotely in difficult and physically demanding conditions.
4. Flexible approach to work, with drive and determination to see work completed to a high standard.

TERMS AND CONDITIONS

Salary:	£25,000 - £35,000 per annum, depending on experience.
Contracted hours:	37.5 hours per week.
Working hours:	Monday to Friday, 9:00am to 5:30pm. This role will require you to attend sites at times that suit contractors and works taking place and this will entail early starts and/or late finishes. Therefore, your working hours will require to be flexible and agreed with your line manager. From time to time, you may be required to work outwith and/or in excess of your normal working hours. Remuneration for such additional hours is already contained within the salary.
Location of work:	This post will be based at the e-Centre, Cooperage Way, Alloa, FK10 3LP. 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.
Annual leave:	This post carries a holiday entitlement of 25 days personal leave, plus 12 statutory holidays / office closure days per annum.
Sick pay:	Occupational sick pay available.
Pension:	GreenPower operates an auto-enrolment pension scheme with the Employer contribution of 3% of gross salary. This is subject to pension auto-enrolment rules and therefore a small contribution may also be required from employees depending on your applicable salary. Salary sacrifice available.
Non-contractual benefits:	Private health insurance (with the option to add partner / family members on at a cost). Private health insurance is a benefit in kind and therefore subject to tax. Electric car salary sacrifice scheme. Team bonus scheme.
Responsible to:	Reporting to the Asset Manager.
Employer:	The post-holder will be employed by GreenPower Developments Ltd.
Offer of employment:	An offer of appointment will be made subject to two satisfactory references, eligibility to work in the UK, and a Level 1 disclosure check.