

# Job Description



1. The Position	
<b>Position</b>	<b>Assistant Project Manager</b>
<b>Company information</b>	<p>Founded in 2006 Welsh Power has unrivalled experience within the independent energy sector in the UK.</p> <p>Welsh Power is a leading developer and operator of assets designed to support the transition to a zero-carbon electricity system.</p> <p>The company currently manages 548 MW of highly efficient, flexible power plants and are one of five companies delivering a high-profile National Grid ESO stability pathfinder contract for a new stability asset to be built in South Wales.</p> <p>Welsh Power is also an employee-owned business.</p>
<b>Position Summary</b>	<p>As the Assistant Project Manager, you will provide key support to the Projects Team in developing and constructing new power plant projects (including grid stability, battery storage, renewable and flexible generation) across the UK. This is a key role to help Welsh Power grow and maintain its position as leading developer and operator in the UK power sector.</p> <p>This is intended as a developmental role of that will see the individual move into a more specific project management role after a number of years.</p>
<b>How to Apply?</b>	Please send a CV to: <a href="mailto:careers@welshpower.com">careers@welshpower.com</a>
<b>Manager</b>	The successful candidate will be reporting to the Head of Project Delivery
<b>Key Accountabilities</b>	<p>You will undertake various tasks, including but not limited to:</p> <ul style="list-style-type: none"><li>○ Supporting the Project Team in day-to-day project activities (particularly through the construction phase of a project).</li><li>○ Coordinating the works of third-party projects contractors and consultants, under the guidance of the Head of Project Delivery and Project Managers.</li><li>○ Managing small work packages, such as geotechnical investigations and topographic surveys.</li><li>○ Assisting the Project Team to successfully deliver grid connections with the various Distribution Network Operators (DNOs), TOs and the National Grid and assisting in the preparation of connection applications.</li><li>○ Assisting the Project Team with the management and administration of the various construction contracts (including FIDIC, NEC and MF/1).</li><li>○ Monitoring project compliance with the planning consent and conditions, UK legislation (and in particular the CDM Regulations 2015) and the project specifications.</li><li>○ Assisting the Project Team with the production and maintenance of the overall project programme.</li><li>○ Producing key project management documents such as the Project Management Plan, Monthly Reports, Risk Registers and the Pre-Construction Information.</li><li>○ Working with our CAD consultant to prepare drawings required during project delivery.</li></ul>

- Reviewing design drawings and documents and management reports submitted by the third-party project contractors and consultants.
- Document management.
- Arranging and attending and actively contributing to project meetings in person and via video-calls and recording minutes from these meetings.
- Attending regular site visits (around the UK) to inspect the on-site work and to review the performance of our contractors.
- Help manage external stakeholders including landowners, investors and customers. Ensuring that they kept fully abreast of project activities and progress.
- Researching and keeping up to date with technology updates.

This list of duties may be subject to change to meet the future requirements of the business, such, it is neither exclusive nor exhaustive.

## 2. Person Specification

### Knowledge, Skills, Attributes and Qualifications

- Degree in an Engineering discipline (preferred) or project management.
- Experience working in a construction project environment is essential. Experience working on power sector projects and with the CDM Regulations 2015 is preferred.
- An ambition to progress as a project management professional. Membership of a professional institution (such as CMI, APM, ICE, IMechE, IET etc) is encouraged.
- Highly computer literate; proficiency in Microsoft Office including, but not limited to; Word, Access, Outlook and Excel.
- Excellent written, verbal and presentation communication skills.
- High level of organizational skills and attention to detail.
- Ability to self-motivate and effectively manage own workload and to prioritise tasks appropriately.
- Tenacious and persistent in overcoming challenges.
- Team player who works effectively and efficiently with and through people.
- Fully open and transparent in communication, and not afraid to admit mistakes or personal limitations to the Project Team.
- Natural curiosity and a willingness to investigate and solve problems proactively and an ability to quickly assimilate information from different sources;
- A flexible and committed approach to work.
- Demonstrates a professional approach and attitude at all times.
- Will be exposed to very high level/sensitive information - confidentiality and integrity is an absolute given.
- Full clean driving license.

<b>Special Features</b>	<p>The role is fairly flexible in terms of location, involving a combination of regular (normally weekly) visits to our Cardiff City Centre office, and any one of our sites around the UK, as well as working from home.</p> <p>The position is full-time with a 37.5 hour working week (excluding hour breaks for lunch each day).</p> <p>This role is intended as a developmental role of that will see the individual progress into a more specific project management role after a few years.</p> <p>Welsh Power operates in accordance with Government guidelines in relation to Covid-19. The measures we are taking will be discussed during the interview for applicants progressing to this stage. Please feel free to enquire prior to this should you have any concerns.</p>
<b>What We Offer</b>	<ul style="list-style-type: none"> <li>○ To be part of an exciting, innovative, entrepreneurial team environment at the cutting edge of new energy developments and innovations.</li> <li>○ Competitive salary, bonus and benefits package, and eligibility for a tax-free employee dividend.</li> <li>○ Opportunities for continuous training and development in line with business needs. Welsh Power will encourage any professional training and ambitions to gain a professional qualification (such as Chartered Engineer or Chartered Manager) and will fund up to two professional memberships (such as CMI, APM, ICE, IMechE, IET etc).</li> <li>○ Automatic participation in an employee-owned business structure, with the positive working culture and financial benefits that this affords.</li> <li>○ 25 days of annual leave plus bank holidays (can be up to 30 with holiday loyalty scheme).</li> <li>○ Opportunity to be involved in regular social activities organised by the Wellbeing team.</li> <li>○ Opportunity to be involved in the company electric car and/or cycle-to-work salary sacrifice schemes.</li> <li>○ A high-quality office environment located in the heart of Cardiff city centre.</li> </ul>

**As a Welsh Power employee, you are required to comply with all Welsh Power policies and procedures.**