

Job Description



1. The Position	
Position	Client Site Representative / Clerk of Works <i>(site based Assistant Project Manager)</i>
Company information	<p>Welsh Power Group Limited is an employee-owned entrepreneurial energy business. The company's focus is on providing flexible generation and grid stability services to support the UK energy sector's transition to net zero.</p> <p>Welsh Power has developed and built 27 separate power assets in the last 6 years and operates a portfolio of 550MW's of flexible generation on behalf of several investors as well one of the first dedicated grid stability facilities in the UK. Welsh Power is currently managing the construction of four large grid stability projects for National Grid ESO in Scotland, as part of Phase 2 of its Stability Pathfinder programme, and has been awarded a further two contracts in Wales and England for Phase 3 of the Pathfinder programme.</p> <p>Welsh Power is not an asset owner but develops, constructs, and operates power assets on behalf of financial investors. Within the sector this makes Welsh Power unique.</p>
Company Values	<p><u>T</u>rust – Being reliable and demonstrating integrity, commitment, loyalty, honesty and fairness.</p> <p><u>R</u>esilience – Demonstrate an ability to manage and take challenging situations in our stride and come out stronger.</p> <p><u>E</u>xcellence – performing to the highest standards and demonstrate excellence whether this is personal, professional or technical in all we do for the organisation.</p> <p><u>E</u>nthusiasm – Demonstrate passion for and an eagerness in the development of the organisation and working together to deliver.</p> <p><u>S</u>afety – To be committed to ensuring safe operations and the safety of our colleagues and all those associated with Welsh Power.</p>
Position Summary	<p>As the Client Site Representative / Clerk of Works you will primarily be responsible for representing the interests of the client on site for the 2-year construction of a new grid stability facility project in Sellindge, Kent. This will include, health, safety, environmental, quality, programme and budgetary interests as well as managing on behalf of the client the site interfaces between the team of contractors and the wider stakeholders (such as the landowner and local government). The role is also considered a site based Assistant Project Manager position.</p> <p>The role will span the construction, commissioning and testing phases of project delivery, as well as the transition into the facility becoming an operational asset.</p> <p>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>
How to Apply?	Please send a CV to: careers@welshpower.com
Manager	The successful candidate will be reporting to the Sellindge Project Manager .

Key Accountabilities	<p>The Client Site Representative / Clerk of Works will undertake various tasks, including but not limited to:</p> <ul style="list-style-type: none"> ○ assisting the Project Manager with the day-to-day management of a grid stability project in Sellindge, Kent, through the construction, commissioning and testing phases of the project. Therefore, helping to ensure that the project is successfully delivered in accordance with its main objectives i.e. to deliver each project: safely; to the desired quality; on time; on budget; in compliance with relevant legislation; and to maximise opportunities for eliminating hazards, reducing risks and reducing the carbon footprint. ○ providing full-time site-based supervision of the works. ○ on-site coordination of third-party project contractors and consultants, including EPC Turnkey contracts, civil engineering infrastructure design & build contracts, cable laying D&B contracts, assisting the Project Manager with the administration of a variety of standard form (such as NEC, MF/1 and FIDIC) and bespoke contract forms. ○ on-site management for the successful delivery of the grid connection with the Distribution Network Operator (DNO), TO and the National Grid, including the preparation of connection applications. ○ assisting the Project Manager with the fulfilment of the “client” obligations under the CDM Regulations 2015, particularly the fulfilment of any site-based “client” obligations and helping to ensure that the “Principal Contractor” fulfil their statutory roles under CDM. ○ reviewing contractors’ designs, as well as providing site supervision, witnessing and inspection of the works to ensure compliance with: <ul style="list-style-type: none"> ○ the project technical specifications ○ the transmission Grid Connection Offer ○ the planning consent and conditions (assisting with the discharge of conditions) ○ any licenses or permits (particularly environmental or transportation) ○ relevant UK legislation ○ assisting the Project Manager with the management of project stakeholders including landowners, and Local Government, to ensure successful project outcomes. ○ day-to-day reporting to the Project Manager and weekly reports to the Project Manager and Head of Project Delivery on progress, programme, risks and issues. ○ assisting the Project Manager in negotiating and agreeing changes to the project scopes, programmes and budgets and in certifying payments to suppliers. ○ assisting the Project Manager with the production and maintenance of key project management documents such as the Project Management Plan, Master Project Programme, Monthly Reports, Risk Registers and the Pre-Construction Information. ○ project document management. ○ contributing to design review and HAZOP sessions and reviewing design submissions and management reports submitted by the third-party project contractors and consultants. ○ attending and sometimes minuting project meetings in person and via video-calls and ensuring actions are followed up and completed.
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	<ul style="list-style-type: none"> o attending factory inspections in international locations may be required from time to time. <p>This list of duties may be subject to change to meet the future requirements of the business, such, it is neither exclusive nor exhaustive.</p>
2. Knowledge, Skills, Attributes and Qualifications	
Knowledge, Skills, Attributes and Qualifications	<ul style="list-style-type: none"> o a highly organised and proactive engineer with a proven track record of site management / supervision within the construction and power sectors. 5+ years' experience working in a construction project environment with contractors is essential, and preferably within power sector projects o possessing a good understanding of the processes for constructing, commissioning and testing new power sector assets, and preferably with a passion for contributing to the UK energy sector's transition to net zero. o higher education (preferably a degree) or recognised qualification in an Engineering discipline (electrical engineering is preferred). o working knowledge and understanding of the CDM Regulations 2015. o highly computer literate; proficiency in Microsoft Office including, but not limited to; Word, Excel, Outlook and Project (or similar gantt chart/programme software). o other relevant training certifications such as IOSH, NEBOSH, CSCS, First Aid at Work etc would be beneficial, but not essential as training certifications will be provided where necessary and if the candidate is suitable. o excellent verbal, written and presentation communication skills are essential. o high level of organizational skills and attention to detail is important. o fully open and transparent in communication, and not afraid to admit mistakes or personal limitations to colleagues and peers. It is essential that the candidate adheres to the principal of not hiding anything, and reporting mistakes and potential risks immediately. Welsh Power do not judge, but we need to be made aware of challenges/issues straight away so we can work together quickly to overcome them. o tenacious and persistent in overcoming challenges. o ability to self-motivate and effectively manage own workload and to prioritise tasks appropriately. o team player who works effectively and efficiently with and through people. o a flexible and committed approach to work. o demonstrates a professional approach and attitude at all times. o full clean driving license. o preferably based in Kent near to the site location.
Special Features	<p>The role is site-based in Sellindge, at one of the six National Grid stability contract projects Welsh Power is currently developing or constructing.</p> <p>Occasional visits to our Cardiff City Centre office when required, and international travel to attend factory testing may be required.</p>

	<p>Whilst the position is full-time with a standard 37.5 hour working week (excluding hour breaks for lunch each day), the role is results focused, and the candidate will be expected to manage their time accordingly.</p>
What We Offer	<ul style="list-style-type: none"> ○ To be part of an exciting, innovative, passionate, and entrepreneurial team environment at the cutting edge of new energy developments and innovations. ○ Competitive salary, bonus and benefits package, including eligibility for a tax-free employee dividend. ○ Automatic participation in an employee-owned business structure, with the positive working culture and financial benefits that this affords. ○ 25 days of annual leave plus bank holidays (can be up to 30 with holiday loyalty scheme). ○ Opportunity to be involved in the company electric car and/or cycle-to-work salary sacrifice schemes. ○ Opportunity to be involved in regular social activities organised by the Wellbeing team. ○ Opportunities for continuous training and development in line with business needs. Welsh Power will encourage any professional training and ambitions to gain relevant professional qualifications.

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