



Action Renewables

Job Description & Person Specification

Job Title: *Project Manager (Various roles)*

Reporting to: Senior Project Manager

These posts are permanent and have a salary range of £25,952 - £31,930 (depending on - experience). Other benefits include 25 days of annual leave plus 12 statutory days, mileage, pension, expenses, free on-site parking, and a fully paid health plan with Benenden.

Role Function:

The post holders will be part of the Action Renewables Project Management team. Responsibilities include carrying out work activities to support the Senior Project Managers within the Generator Admin and Consultancy teams. The post holders will have skills in report preparation, data & spreadsheet management, time management and an understanding of renewable technologies.

Project Managers are expected to be task orientated and self-driven, capable of delivering against tight deadlines and meeting overall targets. They are expected to be highly skilled in their field and capable of multi-tasking while also remaining focused on the company objectives.

Main Roles & Responsibilities:

- *To be a member of the Action Renewables (AR) project management team*
- *Provide support to the Senior Project Manager for Renewable Obligation Certification (ROC) claims, Renewable Transport Fuel Obligation (RTFO) administration, NIE Grid Connection administration and electricity trading activities*
- *To contribute to report writing as required, such as energy audits and feasibility studies (if working within the consultancy team)*
- *Assist with the collection, validation and submission of data from various sources as per business needs*
- *Develop Action Renewables' relationship with various Statutory Agencies such as Ofgem, NIE Networks, Department for Transport, SEMO, Utility Regulator, Government, and electricity supply companies*
- *Key client management*
- *Manage on-going work and ensure delivery against targets*

- *Problem solving and developing innovative solutions*
- *Represent Action Renewables at various stakeholder forums*
- *Participate in other AR activities as demanded from time to time*

Requirements for the Role:

Essential

- *Level 6 Qualification in a relevant subject or 12 months experience in an energy related field*
- *Minimum 1 year project management experience*
- *Excellent communication and presentation skills*
- *Demonstratable experience of data handling and management*
- *Able to demonstrate excellent verbal, written and numeracy skills*
- *High level experience of IT systems including Microsoft office packages*
- *Experience of client engagement and account management*

Desirable

- *Level 7 Qualification in a relevant subject area*
- *Knowledge of Renewable Energy Technologies*
- *Knowledge of energy policy in Northern Ireland, ROI and GB*
- *Full driving license and access to a car for business purposes*