



POSITION PROFILE

Administrative Assistant
(Land Management)



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Bute Energy is a developer of large-scale onshore renewable energy projects in the UK, with a development pipeline in excess of 2GW of generating capacity.

Our portfolio comprises projects at various stages of development, with the first projects expected to commence construction in 2024. In total, the portfolio of onshore wind farms, solar PV projects and co-located battery energy storage systems could have an installed capacity in excess of 2,000 MW by 2030, making a substantial contribution toward meeting the renewable energy targets of the Welsh Government and the net-zero carbon objectives of the UK Government.

The projects are expected to attract significant investment and deliver substantial socio-economic benefits to the local and regional economy. We will submit our first planning application in the summer of 2022 for the Twyn Hywel Energy Park (<https://twynhywelenergypark.wales/>), located largely within a Pre-Assessed Area for Wind Energy in Southeast Wales. All our sites can be generating power by 2028, helping to support the Welsh Government's 2030 targets on the path to net-zero.

We have partnered with Copenhagen Infrastructure Partners (CIP), whose investment will allow us to accelerate the development of our portfolio and bring significant supply chain and economic benefits to Wales.

With the first planning applications being readied for submission in 2022, we are growing our team to drive the business through the next stages of consenting and delivery. We are now looking to appoint an Administrative Assistant to support the Land Team.





Job Title:	Administrative Assistant (Land Management)
Location:	Cardiff
Reports to:	Senior Land Manager

The Administrative Officer (Land Management) will support the Land Team with day-to-day administration, ensuring central document templates and systems are kept up to date, and key meetings are arranged and diarised as needed. The Administrative Officer will assist the Land Managers with producing key documentation and the tracking of progress across the portfolio of projects.

Main Responsibilities

- Maintaining and updating central Land Management documentation when needed, ensuring accurate and up-to-date version control
- Assisting the Land Managers in the production of Heads of Terms, Exclusivity Agreements and other legal documentation, in line with company templates and standards
- Assisting the team with diary maintenance, booking in key meetings as needed
- Liaising with the Office Manager to book transport/pool cars for the Land Managers where required
- Assisting the Land Managers in setting up robust systems/trackers to monitor relationships and required actions with landowners and ongoing projects
- Support the Land Managers with collating and developing important project documentation
- Tracking and monitoring the agreed financial budget for land expenditure across all renewable energy projects under development
- Liaising with the Finance Team to ensure all invoices are paid within agreed timeframes
- Support the land managers by liaising with cartographers and solicitors where needed to obtain maps and title information to support Land Managers in their discussions with landowners
- Assisting with monthly land reports, preparing key information for meetings to update Senior Leaders on progress
- Supporting the Land Managers with the development of pitch documents for new sites and tenders.

Key Accountabilities:

- Maintenance of trackers/systems, ensuring they are up to date and accurate
- Preparing first drafts of land-related legal documents, using agreed templates
- Assisting in the development of monthly land reports and pitch documents
- Day to day liaison with Land Managers and the Commercial Director to ensure timely delivery of support



General:

- The above responsibilities are neither exclusive nor exhaustive and the incumbent may be called upon to carry out such other appropriate alternative or additional duties as may be required, which are within their capability and competence.





Knowledge & Skills:

- Highly organised with the ability to prioritise effectively
- Experienced with Microsoft Office
- Handling and co-ordinating inputs from team members
- Strong communication and interpersonal skills with an ability to create and build relationships
- Enthusiastic, with a focus on continuous improvement

Experience & Qualifications:

- Legal Secretary experience (e.g. conveyancing) would be advantageous for this role
- Administration experience and providing central support to a team
- Experience in the maintenance of systems and trackers to oversee project milestones

Diversity and Inclusion:

Bute Energy is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.



Remuneration:

Attractive package commensurate with background and experience required for the role. For more information on remuneration please contact Sophie Randles, Director at Livingston James.

Contact details are as follows: T: 07432480922 or E: sophierandles@livingstonjames.com

The Recruitment Process:

The search and selection process of this assignment is being managed by advising consultant, Sophie Randles, Director at Livingston James.

Selected professionals will then be invited to interview with selected shareholders and stakeholders. There will be three stages to this process. If requested, psychometric assessment will be utilised through the process for which additional guidance will be provided.

All third-party applications, enquiries and direct approaches to Bute Energy will be referred to Livingston James.