



POSITION PROFILE

Project Management
Officer



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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 towards 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.

Bute is growing its existing team to drive the business through the next stages of consenting and delivery. We are now looking to appoint a Project Management Officer (PMO).





Job Title:	Project Management Officer (PMO)
Location:	Cardiff
Reports to:	Grid Director

The PMO will manage the provision of management reports, establish guidelines, a governance framework and play a key role in the successful delivery of the company's short- and long-term business objectives. This is an exciting opportunity to join a high growth business and play a key role in its continued success.

Main Responsibilities

- Establish and manage a project governance framework to enable a structured approach to govern all renewable energy projects under development.
- Consult and coordinate various stakeholders like team members, project managers, project coordinators, executive directors, investors, etc. These stakeholders have well-defined roles, responsibilities, and decision-making capacities. The purpose of governance structure is to ensure that:
 - The projects are prioritised and aligned to short- and long-term goals of the business.
 - The right people have access to the right information to make the right decisions.
 - The projects are staying within the planned time and budget.
 - Team resources are utilised in the most efficient manner.
 - There are ongoing risk assessments and mitigation across all projects.
- Establish and maintain detailed project plans together with each Project Manager.
- Monitor and manage progress updates and performance reporting.
- Report progress, performance, and forecasts of projects to the Senior Management.

Key Accountabilities:

- Implement, maintain and monitor reporting of a portfolio of projects and assist the Grid Director and others in reporting to key stakeholders including the Board.
- Establish frameworks and standards for Project Management and compile KPI information in a clear and professional format.
- Provide and maintain a capacity planning and resource tracking service across the Grid Team and maintain Risk Logs, Action Logs, Decisions Logs, and Issue Registers.
- Maintain reporting whilst ensuring that programmes and projects adhere to the corporate governance processes.
- Ensure cross-departmental dependencies are managed.
- Provide a quality assurance role in line with defined governance and reporting processes.
- Deputise certain tasks for the Project Managers and Grid Director when required.



- Define and embed project control and governance (project planning, milestone management, scope management, resource forecasting; financial management - across the development portfolio).
- Prepare regular status reporting to all levels of the business.

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:

- An understanding of and experience in working in the renewable energy industry would be an advantage
- Excellent written, verbal, and interpersonal skills
- Strong personal resilience and hugely adaptable to situations
- Excellent organisational skills
- Highly proficient IT skills in Word, Excel, PowerPoint, and MS projects
- Handling and coordinating inputs from team members
- Knowledge in planning, risk as well as interface management, and cost control

Experience & Qualifications:

- Proven track record for reporting on, planning, executing, controlling and closing projects and the ability to manage multiple workstreams simultaneously with minimal supervision
- Between 2 – 5 years experience working in a similar role
- Degree in an environmental, engineering, technical, business systems-based subject or equivalent
- Successfully coordinating outputs from team members and other stakeholders

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.