

JOB DESCRIPTION

Technical Consultant



Date:	October 2022
Work Area:	Consultancy
Based at:	Machynlleth (possible home working if sufficiently experienced)
Contract Term:	Permanent
Hours per week:	3 or 4 days/week with full time possible for the right candidate
Responsible to:	Commercial Lead for Consultancy
Responsible for:	N/A
Pay Band and Scale:	Job Family Engineering/Project Management Level 3 (Competent £30,607.96 - £36,729.55 depending on experience)
Job Purpose:	Responsibility for undertaking the sales activity and delivery of a range of renewable energy consultancy projects.
Key Responsibilities:	
Summary:	<p>Delivery of feasibility consultancy projects - assessing the best renewable energy solutions for a wide range of commercial and public sector customers.</p> <p>The primary technologies considered currently are small/medium scale wind and solar PV including energy storage. Other technologies may be included in the studies, and these could include green hydrogen, hydroelectricity, energy efficiency improvements and sustainability heat technologies.</p> <p>In many cases projects will extend beyond the feasibility stage to support our customers in the detailed design, planning and build out of the renewable energy systems.</p>
Renewable Energy Projects:	<p>Undertaking and managing consultancy projects. Requiring an in-depth understanding of the technical, economic, and environmental implications of the range of renewable energy technologies.</p> <p>Writing and editing reports to a high professional standard. These will include assessment of the technical options including business case analysis to recommend a way forward.</p> <p>Planning and managing the resources required for the delivery of projects, including forecasting and scheduling resource needs.</p> <p>Managing project teams and own time in order to deliver projects, including staff both within Dulas and external subcontractors.</p> <p>Customer engagement and the preparation of compelling proposals.</p>
Business and Financial Management:	<p>Responsible for bidding for new work.</p> <p>Day-to day responsibility for the management of contracts on a range of scales, including maintaining profit margins through change control.</p> <p>Responsible for managing financial aspects of projects from purchasing of goods and services, formulating fee proposals, tracking budgets, invoicing clients, and dealing with difficult issues as they arise such as client non-payment, time, cost, and resource problems, etc.</p> <p>Promotion and marketing of consultancy capabilities to potential clients.</p> <p>Development of new services that the Department can offer.</p>

	Input to the development and delivery of the Department's strategy.
Line Management and Department Systems:	<p>Ensuring compliance with ISO quality standards and best practice within the scope of the post holder's activities.</p> <p>Contributing to improving the environmental performance of the department in its everyday affairs.</p> <p>Ensuring all company systems are kept up to date and accurate, e.g. CRM, Work Won, Timesheets etc.</p>

Person Specification:	
Essential Criteria	
Skills, experience & qualifications	<p>Minimum 3 years' experience of delivering early-stage solar PV and wind projects to a variety of commercial and public sector clients. Candidates with limited experience in these areas will be considered if they have a similar level of experience of one or more of these complementary technologies:</p> <ul style="list-style-type: none"> • Battery energy storage • Building and process energy efficiency improvement • Sustainable heating systems
Team working	Excellent team working skills - ability to lead, manage, facilitate, consult and participate comfortably, confidently and as appropriate to the situation.
Communication – written & verbal	<p>Ability to prepare and proof read written documents to a high standard of literacy, numeracy and presentation.</p> <p>Excellent verbal communication skills - fluent in English and able to communicate complex information and respond to questioning.</p>
Management – including self-motivation & time management	<p>Experience of working on own initiative.</p> <p>Self-motivated and experienced in managing own time and that of others.</p>
IT & Other	High level of competency with office IT packages, especially Microsoft Word and Excel
Desirable Criteria	
Skills, experience & qualifications	<p>Experience of other renewable energy technologies:</p> <ul style="list-style-type: none"> • Hydroelectricity • Tidal and wave • Green Hydrogen <p>Experience as 'client's engineer' in the build of renewable energy systems.</p> <p>An electrical engineering background.</p> <p>Use of PV design tools such as inverter configurators and mounting system designing software.</p> <p>Experience of off-grid systems.</p>
Management – including self-motivation & time	<p>Experienced in remote working.</p> <p>Experience of management of sub-contractors</p>

management	
IT & Other	Experienced user of relevant software including CRM, GIS, Windfarmer, WindPro, AutoCAD, PVSolor PVsyst. Ability to work in the Welsh Language

Document History

Revision	Created/revised by	Checked by	Issue date
V0	Andy SC and Chris W	HR	25.10.2022
V1	Andy SC and Chris W	HR	26.10.2022
V2			
V3c			