

JOB PROFILE

Name:

Job Title: PV Project Manager

Function: To assist the Head of Renewables in the management and delivery of Solar Photo-voltaic installations and other renewable technology assets to the company

Reporting To: Head of Renewables

Direct Reports: None

Job Purpose: Responsible for the day-to-day delivery of PV installations via selected installer partners, liaising with colleagues in GTC to ensure the efficient construction of installations, that appropriate standards are met, that works are carried out in a timely manner and that relevant records are maintained.

Key Responsibilities

- To have overall construction responsibility for GTC's Solar PV installations.
- To ensure installations are coordinated and planned with developers in an efficient manner
- To undertake a programme of, in construction, site visits to include technical compliance, health & safety, environmental and quality matters
- To ensure installations are constructed as designed
- To ensure that installations are constructed to meet industry standards and the requirements of MCS, FIT and GTC policies and procedures
- Dealing with developer queries & meetings including CDM handover packs
- To manage and deal with any operational complaints and incidents
- To ensure accurate GTC assets records are available in a timely manner
- Provide regular progress and status reports
- Implement a audit regime to assure the quality of installations
- Establish a maintenance regime to ensure assets are continuously fit for purpose
- To contribute to the initial development and subsequent continuous improvement of company procedures and sales support materials
- Ensuring constructed assets are fit for purpose
- Inspection and approval of adopted assets
- Periodic assessment and review of installers competencies and accreditations
- Technical support to GTC sales and design teams as required
- Assist in the selection of installers as well as the preparation and deployment of contracts with selected qualifying partners

Qualifications/Experience

The incumbents should, ideally, hold a suitably recognised engineering qualification and preferably be an Engineering Technician, registered with an appropriate engineering institution or working towards registration.

The incumbents must have a working knowledge of current Legislation, Technical Standards & Specifications, Codes of Practice and Recommendations relating to Solar PV and potentially other renewable energy technologies.

The individual is likely to have had experience in working for an MSC accredited company

The incumbent should also ideally hold:, relevant SHAE card, electrical part P qualification and CSCS registration.

Current UK Driving Licence

General

- Excellent communications and interpersonal skills
- Competent in the use of the MS Office suite of programmes
- Act in a professional manner at all times
- Provide accurate, timely and quality work within the department and company.
- Assist the Head of Renewables in the continuous improvement of service delivery
- Ensure that all relevant information is recorded accurately and submitted on time.
- Any other duties as deemed appropriate by the Head of Renewables that fall within the general experience scope of the individual.
- The individual is expected to spend a significant amount of time visiting sites and partner's premises.