

## Senior Operations Specialist – Offshore Wind Skills Department - Wind Energy Ireland

**Job Type** – Full-time, Three-Year Fixed Term Contract

**Location** – Flexible, some travel to Wind Energy Ireland office in Naas.

**Working hours** – 9am to 5pm, Monday to Friday

**Salary** – Competitive Package

**Reporting to** – Renewable Energy Skills Manager

**Closing date for applications:** Friday, 5 July 2024

**Applications with a one-page cover letter should be emailed to:**

[training@windenergyireland.com](mailto:training@windenergyireland.com)

### Wind Energy Ireland:

Wind Energy Ireland (WEI) is Ireland's leading renewable energy representative body with nearly 200 members involved in wind and renewable energy development in Ireland. We represent members with projects across the development spectrum - in operation, under construction, awaiting connection, and along the whole supply chain. Our members are involved in over 95% of connected and planned onshore and offshore wind projects in Ireland.

Our primary purpose is to promote the use of wind energy in Ireland, coordinating the work of our members, pooling information, and resources. We carry out and commission research to contribute to the development of Government policy on renewable energy and we work closely with statutory bodies and State agencies to support the growth of renewable energy and wind in particular.

Our vision is to lead Ireland to a zero-carbon electricity system by 2035.

### The Candidate:

The successful candidate will be part of a small team building on a skills gap analysis for the offshore wind industry in Ireland and delivering a skills strategic roadmap through the development of accredited courses which allow candidates to gain employment in an exciting and fast paced industry.

You will enjoy initiating, building, and maintaining effective relationships to engage and consult with current and potential Wind Energy Ireland members and key stakeholders.

### Offshore Wind Skills – Strategic Pathway:

The Offshore Wind Skills Special Project is a new Public Private Partnership (PPP) between Wind Energy Ireland and Skillnet Ireland. The project was created to accelerate the workforce development for offshore wind skills in Ireland, which will help contribute towards meeting Ireland's offshore wind ambitions for 2030 and beyond.

The project will be aligned with the Government's Offshore Wind Delivery Taskforce working group on Skills, and the Green Tech Skillet report [Building our Potential - Ireland's Offshore Wind Skills and Talent Needs](#).

### **Role Description:**

The successful candidate be responsible for the operation of the Offshore Wind Skills Strategic Project. This will include leading the delivery of the training and development plan, developing opportunities for strategic partnership growth for the project and collaboration with internal and external stakeholders of the project. The candidate will own and successfully deliver each of the activities within the project on an annual basis. The candidate will drive a process improvement culture and will actively identify and mitigate risks for the activities and the project in general. The role will report directly to the Renewable Energy Skills Manager and will coordinate activities with the Green Tech Skillnet network to optimise training programmes.

### **Essential Duties:**

Duties will be varied and will include but are not limited to:

- Procurement for the delivery of training, research and networking events.
- Coordinate the activities of numerous network stakeholders, primarily the management of the operations of the training activities of Offshore Wind Skills Special Project.
- Provide support to the Skills Manager and work with the broader team in leading key objectives from the Offshore Wind Skills Special Project Strategy.
- Create, file and manage service level agreements/contracts.
- Assist the Skills Manager on Irish and EU calls for proposals related to workforce design development and research.
- Prepare funding proposals, financial statements and records on progress, status or other special reports for management or outside agencies.
- Provide direction and mentorship to junior staff members, setting and managing project management milestones and providing guidance for all operational activities.
- Ensure the effective and efficient delivery of the highest quality operational services, in line with the network's strategy.
- Oversee and monitor the Network Operating Framework to ensure that the network is delivering on its KPIs.
- Identify opportunities for the continuous improvement of the network's operating model.
- Manage activities of network with other projects, departments and work strands to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
- Undertake other duties as directed by the Skills Manager.

**Note: This list is not exhaustive but reflects the nature of the duties included in the role.**

### **Other Duties and Responsibilities:**

- All employees are expected to be flexible and support activities outside their specific role where required.
- A positive attitude towards the work, enthusiasm and willingness to work as part of a cross-functional team.
- Strong customer focus in line with WEI values and our commitment to members.

### **Knowledge/Skills/Experience**

#### **Essential:**

- Business or other relevant third level qualification.
- Typically four years post-graduation work experience.
- Strong project management experience, financial and commercial management skills, and risk analysis capability.
- Strong communication skills – both verbal and written.
- Very strong interpersonal skills in particular the ability to manage diverse and complex stakeholder relationships, and inspire confidence in team and members.
- Well-developed presentation and meeting management skills.
- Experienced Microsoft Office user including excellent Word, PowerPoint, Excel and Teams skills.
- Previous procurement experience.
- Ability to work well on own initiative or in a team, with an ability to target actions and a commitment to see tasks through to completion within agreed deadlines.
- Ability to multi-task and prioritise key objectives on a daily basis.
- Strong organisational & time management skills with high attention to detail and the ability to meet deadlines.
- Prioritise and manage a challenging workload whilst maintaining a high level of customer service and satisfaction.
- Self-directed and resilient, taking personal responsibility for the delivery of goals and objectives and overcoming challenges.
- Strong attention to detail.
- A proven ability to collaborate and gain the commitment of stakeholders.

#### **Desirable:**

- Qualification in Project Management.
- Experience of working in a similar environment.
- Familiarity of Skillnet Ireland or government systems.

## Work Environment and Benefits:

Wind Energy Ireland prides itself on being a good employer, creating a people focused company, developing teams, enhancing roles and supporting its people.

We are committed to a positive progressive culture that facilitates a great work environment.

- WEI's offices are based in Naas, Co. Kildare. We accommodate flexible working arrangements, and staff are required to be available to attend meetings and/or work from the office when needed (typically approx. 4 days per month).
- Staff are also required to be available to attend WEI conferences and policy forums (typically 4-5 events annually).

Wind Energy Ireland currently provides the following non-salary benefits:

- WEI offers 23 annual leave days and 4 company days.
- WEI operates a healthcare scheme whereby employees can avail of a healthcare package, provided by VHI.
- WEI operates a pension scheme with employer contributions.
- WEI facilitate and have systems in place to allow for hybrid working and support flexible working.
- WEI has supportive maternity & paternity schemes in place.
- WEI have an Employee Assistance Programme available for each staff member.
- WEI operates a competitive sick pay scheme.
- WEI supplies a phone and laptop, along with home office equipment.
- WEI pays mileage at standard civil service rates.