



## GTS Network Administrator – Green Tech Skillnet Department - Wind Energy Ireland

**Job Type** – Two Year Fixed Term Contract

**Location** – Flexible, Hybrid, some travel to WEI office in Naas

**Salary** - Competitive Package

**Reporting to** – Senior Operations Specialist

**Closing date for applications:** Wednesday 18 October 2023

**Applications with a one-page cover letter should be emailed to:** [office@windenergyireland.com](mailto:office@windenergyireland.com)

### Wind Energy Ireland:

Wind Energy Ireland (WEI) is Ireland's leading renewable energy representative body with over 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.

### Role Summary:

Green Tech Skillnet (GTS) the training unit of WEI requires a self-motivated, enthusiastic individual to coordinate the training bookings and data entry of the network, along with working with accounts and facilitating the procurement activity of the network. The role is based in Naas, Co. Kildare, working remotely for the foreseeable future.

Working closely with the Senior Operations Specialist, Head of Finance and wider Wind Energy Ireland team along with GTS and Wind Energy Ireland Members, the role is to administrate the timely and efficient delivery of GTS training data, finance information, procurement preparation and compliance requirements.

The role requires an ability to multitask, support the current team and be an advocate of high-quality training, communication, data input and report generation. To be the successful candidate you will have:

- A service-minded approach with excellent communication, interpersonal and organisational skills.
- The ability to work on own initiative, with strong attention to detail.
- A good knowledge of MS office packages Word & Excel, along with an aptitude for learning new systems.

Main responsibilities will include, but are not limited to the following:

### Essential Skills:

- 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.
- Well-developed interpersonal skills with the ability to build relationships and inspire confidence.
- A team player with excellent communication skills.
- Prioritise and manage workstrands whilst maintaining a high level of customer service and satisfaction.

**Administrative Support:**

- Assist the Senior Operations Specialist with ongoing data capture, procurement preparations and monthly financial reporting.
- Prepare for and assist the Senior Operations Specialist and Head of Finance with Audits, Compliance visits, Procurement processes and related tasks.

Regularly communicating with trainers and member company to arrange courses and bookings in an efficient manner.

- Accurately track costs associated with all courses: course fees; venue costs; certification etc. to ensure competitive pricing, best value and match funding targets are achieved.
- Managing a shared inbox and addressing or escalating queries as appropriate.
- Management of Skillnet online activity management system, Sonraí, including data entry & quality control to ensure KPI's are met and all information is accurate and up to date.
- Support an application for funding for future graduate development programme.

**Knowledge/Skills/Experience****Minimum Qualifications:**

- Proficiency in MS Office, Excel
- 3+ years experience in administration
- Excellent communication skills, verbal & written

**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).
- Full driver's license needed and must be available to attend planned events.

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.