



Role Profile – Asset Management Support

Location: Headingley, Leeds (some flexibility to work from home)

Hours: 20 to 30 hours per week, over 4 or 5 days

Salary: £16 p/h

About BRIDGE

BRIDGE Wind Management is one of the longest established independent renewable energy project operators and has specialised in the management of wind farms for over 30 years.

We provide a full range of services working for and alongside some of the largest owners and operators in the UK onshore and offshore sectors and have been involved in the development, financing, construction and operational management of over two gigawatts of installed capacity.

We have extensive experience of managing the operational, corporate, commercial and financial aspects of renewable energy assets for clients ranging from private owners to institutional investors.

A significant proportion of our asset management work is for financial investors meaning that we operate to exceptionally high standards of reporting and have extensive experience of managing relationships with project finance lenders and other providers of capital.

BRIDGE provide services to projects with over £500m of finance behind them and over £1bn of overall capital value. Typical services include the monitoring of operational performance and management of any issues that arise, logging and analysing operational data, management of suppliers and contractors, Health & Safety compliance, lifecycle management, financial management, contract administration and settlement services, PPA administration, insurance procurement.

The Role

As our portfolio of Renewable Energy assets under management continues to increase we are looking to expand our team by recruiting a Support Role to assist our Technical Asset Management team and take ownership of the day-to-day management of administrative and data-related tasks that are required to meet the needs of our clients and support our Asset Managers in the management of the projects they are responsible for.

No prior renewable energy industry experience is required. We are looking for someone with experience of working in a professional office environment with excellent organisational skills and a good understanding of IT systems who is able to follow processes and manage the timely delivery of both their tasks and those that others are responsible for.

The role will be based in Headingley, Leeds with some flexibility to work from home. The successful candidate must have the right to work in the UK and be based in the Leeds/West Yorkshire area. There is not expected to be any travel required as part of the role. BRIDGE can be flexible on the regular working hours the successful candidate would like to have, and the role would suit someone who wants to be an important part of a team but does not want to commit to full time hours.

Key Responsibilities

The key responsibilities will include:

- Importing data from project SCADA systems into BRIDGE internal data management system using defined procedure documents, and checking results are as expected
- Monitoring of internal systems to ensure open tasks are progressed, regular routine events are actioned, and reports or other documents are received and internal recording systems updated
- Periodic remote operational checks on external systems
- Ensuring regular scheduled reviews of project documentation and internal processes and procedures are completed and documented
- Management of BRIDGE online induction tool and issuing of induction reminders to project contractors
- Reporting issues or concerns to the Asset Management Director and liaising with technical consultants to agree appropriate solutions
- Providing feedback to assist in the continuous development of BRIDGE in-house data management systems and operational processes and procedures
- Issuing and recording results of annual contractor reviews
- Reviews of monthly project reports
- Drafting and updating of procedures and processes as required by the Asset Management Team
- Creation and issuing of purchase orders
- Office management

Key Attributes

The person we're looking for should have the following key attributes:

- Professional and organised
- Process driven
- Able to work independently
- IT literate (familiar with Microsoft Office & SharePoint; willing to learn and make full use of internal systems) with good understanding of data management
- Ability to ensure Asset Management team are delivering the tasks assigned to them and updating internal systems to properly document this
- Good eye for detail with the ability to spot errors, omissions and contradictory information
- Good communicator with proven ability to build sound business relationships
- Strong understanding of the importance of data management processes

To apply, please send your CV with a covering letter to recruitment@bridge-wind.co.uk