



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

Renewable Energy Portfolio Director

Title of post:	Renewable Energy Portfolio Director
FT or % P/T:	Full time (36 hours) permanent contract
Principle location of work:	Low Carbon Hub office, Oxford city centre
Salary:	£55,000 plus 4% employers pension contribution
Holiday entitlement:	25 days plus bank holidays
Immediate line manager:	CEO
Staff managed:	Business Development Manager Operations Manager
Closing date for applications:	Tuesday 31 January 2023
Provisional interview date:	Week starting 13 February 2023
Preferred start date:	Wednesday 15 March 2023

About Low Carbon Hub

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered, and the shift to renewable generation is gaining pace giving us the opportunity to reshape the way we manage our energy.

The Low Carbon Hub is now a medium-sized energy business, owning a portfolio of renewable installations worth £25m. Our community benefit society structure means that all the profits generated by our portfolio must be used to meet our mission to create a zero-carbon energy system we can all feel good about. We work with communities, local institutions and local businesses across Oxfordshire to demonstrate in practice how to make that goal a reality.

We have been successful in raising finance into projects since it launched its first share offer in 2013. Over £10m of share equity has been raised from the community, supplemented by £9m long term debt and £2.3m short-term revolving construction finance. Further equity will be raised from regular share offers into our Community Energy Fund, and this will need to be supplemented by new debt finance.

We are a small team of committed individuals and are looking for people who want to use their skills to explore and develop new ways of doing things, who are proactive and driven to achieve change and whose motivation is the overall wellbeing of our communities and our planet.

You can read more about us on our website: www.lowcarbonhub.org



Overall purpose of the job

Reporting to CEO, the Renewable Energy Portfolio Director will be responsible for:

1. Ongoing management and process improvement of the existing portfolio of renewable energy projects
2. Portfolio development - growing our portfolio of renewable energy installations;
3. Developing new commercial propositions, in close collaboration with the Smart Energy Systems Director.

The Low Carbon Hub seeks someone with a track record that demonstrates the ability to develop and manage our energy projects. For example: project finance, financial modelling, programme and project management, contract management, and performance management.

Key responsibilities

1. Asset Management

With the size of portfolio we now have in operation, our performance management (both technical and financial) needs to be transformed. The postholder will:

- Establish the documentation system and processes for performance management of our portfolio of projects
- Review current IT systems for performance management and billing; achieve operation efficiency improvements; and ensure we have a system that is fit for future needs
- Review baseline performance data and update if necessary.
- Establish operational standards and exception thresholds for each asset (such as minimum generation achieved as compared to forecast).
- Manage the operational and maintenance budget and forecast.
- Develop appropriate reporting and escalation from the operational level to the CEO and the company management board (which is made up of executive and non-executive Directors). This will include Health and Safety reporting and an annual review of insurance terms and conditions
- Lead on the annual review of the Sandford Hydro Operating Agreement with the Environment Agency and the development and implementation of a joint Operations Manual with the Environment Agency
- Manage the contract for the Ray Valley Solar farm Operations and Maintenance contractor, which is currently delivered by Low Carbon Asset Management



2. Portfolio Development

The Low Carbon Hub seeks to build on its success over the first 10 years of its life in building a portfolio of renewable energy projects worth £25m. All our business models and resulting projects are developed to be community-owned and to deliver benefit to the community of Oxfordshire. The post will lead on:

- **Business models:** keeping our existing business models up to date and developing new ones to keep the Low Carbon Hub at the forefront of the community energy sector in the UK. A particular current focus is the development of a Power Purchase Agreement to sell our power to local institutional and business partners. We expect this to form the basis of a strategy that will cover the whole of our portfolio and form a key part of financial models for new projects.
- **Finance Models:** keeping our finance model for new projects up to date and ensuring this feeds into a finance model of our whole portfolio, that we currently have in development, and that will underpin our business strategy for the next 4+ decades.
- **Project Finance:** negotiating terms for new finance (e.g. sometimes referred to as “terms sheets” and “facility agreements”) and delivering the management and reporting required by lenders.
- **Project Acquisition:** working with the Business Development Manager to develop and implement a Project Acquisition Strategy for the Low Carbon Hub.
- **Project development to Operations Handover:** establishing the necessary handover documentation from Business Development Team to Operations and Finance teams with clear roles, responsibilities and acceptance criteria. And conversely, developing a strategic process for reviewing the business development pipeline and its implications for future Operations budgets, resourcing, legal requirements and processes.

3. Reporting to stakeholders

It is very important to our community benefit model that we report effectively on our social impact of People, Planet, Prosperity and Perception as described on our website (<https://www.lowcarbonhub.org/about/our-impact/>). This post will work closely with our Social Impact Director to ensure that our renewable energy projects maximise our impact. This will include improving how our cloud-based systems for Operations and Maintenance smoothly and efficiently support our impact reporting.

This post will also play a critical part in reporting to our Board and external stakeholders on operational and financial performance, for example: capital and operational expenditure forecasting and actuals; and, team performance.



The successful applicant

As well as a track record that demonstrates they can successfully deliver the key responsibilities of the post, the successful applicant will have:

Essential:

- Demonstrable ability to develop projects, including financial modelling and development of business cases for investment
- Demonstrable ability to manage construction contractors
- Demonstrable ability to manage a portfolio of assets
- Demonstrable ability to use, or quickly learn to use, common IT systems and cloud-based systems for example Microsoft Office, customer relationship management systems and online collaboration tools like MURAL
- Demonstrable ability to manage engagement with stakeholders including those in senior roles, for example: Low Carbon Hub Board members, senior officers in local government or those in senior management positions in organisations that host our assets.

Desirable:

- Renewable energy project development experience
- Renewable energy asset management experience
- Renewable energy financial modelling experience
- Experience and/or qualifications in industry-norm Project Management systems (such as PRINCE2 or Agile) and construction project management (for example relating to Construction Design and Management Regulations) Contract management qualification or completed training
- Technical qualifications and/or knowledge relating to renewable energy assets and components
- Knowledge and/or experience of working with cloud-based monitoring and control systems for renewable energy assets

How to apply

Please use **the application form** (download from our website) to apply. Your application should demonstrate how your skills and experience relate to the job description.

Any accompanying CVs and supporting letters **will not** be considered as part of the application process.

The deadline for completed application forms is 11:59pm, Tuesday 31 January 2023.

Provisional interview dates will be on the week starting Monday 13 February 2023.

Interviews are planned to be in person in our offices at Holywell House, Osney Mead.

Applications should be sent to info@lowcarbonhub.org with 'Renewable Energy Portfolio Director' in the subject.