



# Trainee Operations Manager

<b>Full Time or % Part Time:</b>	Full time (36 hours) plus out of hours stand-by
<b>Principle location of work:</b>	Low Carbon Hub office, Oxford city centre
<b>Salary:</b>	£25,000 Per Annum with additional £4,000 Per Annum stand-by allowance, plus 4% employers pension contribution
<b>Benefits:</b>	Generous cycle to work scheme (Green Commute Initiative), buy-sell annual leave policy, and flexible hybrid working. Company vehicle provided.
<b>Holiday entitlement:</b>	25 days plus bank holidays
<b>Immediate line manager:</b>	Operations Project Manager
<b>Closing date:</b>	11:59pm, Wednesday 28 February 2024

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## 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.

You can read more about us on our website: [www.lowcarbonhub.org](http://www.lowcarbonhub.org)

## Main duties:

Work closely with the Operations Project Manager to ensure the day-to-day smooth operation of our portfolio of renewable energy generating assets including solar PV and hydro assets, with the objective of maximising performance, planning and coordinating all tasks related to preventive and corrective maintenance and reporting on performance. The challenge is to ensure optimal long-term performance of the entire portfolio while maintaining a close and proactive working relationship with stakeholders.

Operate hydro plant when the Plant Manager is not available, full training will be given as part of the role.

## **Detailed responsibilities:**

1. Portfolio Performance Maintenance and Monitoring
  - a. Early detection of portfolio underperformance
  - b. Repair and fault diagnosis and reporting as required
  - c. On-site relationships management including local schools, business and the Environment Agency as required
  - d. Any additional duties as directed by senior management
2. Hands on Data Management acquisition
  - a. Repair Remote Data Acquisition faults
  - b. Manage all on-site contacts
  - c. Ensuring data integrity is always maintained
  - d. System Back-ups and re-boots
3. Project management of maintenance and optimisation works at existing assets
  - a. On-site management and coordination of third-party contractors for
    - i. corrective and preventative maintenance
    - ii. optimisation works
  - b. Liaising on-site with hosts to co-ordinate access for maintenance or optimisation activities
  - c. Ensuring maintenance / optimisation activities are kept to budget, any variations to be agreed with line manager
  - d. Helping in the continuous update of O&M manuals and maintenance schedules for PV and hydro assets
4. Providing operational support and back-up to Sandford hydro plant site manager:
  - a. Generation management of Sandford in absence of site manager
  - b. Understand all operational procedures and emergency reaction requirements
  - c. Manage the natural impacts associated with hydro plants
  - d. Providing any information required by the Environment Agency staff at Sandford including the lock-keeper
5. Health and Safety
  - a. Work with the Operations Project Manager to maintain and observe all appropriate policies and internal processes.
  - b. Ensure all contractors involved with works on Low Caron Hub assets comply with our safety policies.
  - c. Ensure all practices observe company and HSE best practices at all times

## Essential Skills and Experience

- A proactive problem solver, the training period is expected to be no longer than three years for the right person once qualified as below
- Preferably City & Guilds electrical or, HNC Renewables qualified
- Qualified to test and issue circuits certification to latest industry standards
- Ability to work practically on their own and refer to others for guidance when necessary
- Good written and verbal communication skills, to be a main point of contact for our host sites
- Ability to prioritise workload to meet monthly and quarterly deadlines
- Practical 'hands on' skills and ability to complete tasks to a timetable
- Ability to act promptly when unforeseen problems arise
- Must be able and willing to work in co-operation with the Hydro plant manager to provide out of hours emergency cover

## Desirable

- A practical maintenance background in electrical control systems
- HSE experience, qualifications and training in previous roles
- Experience of working in a variety of site environments including working at height on roof spaces
- Understanding and on-site supervision of small building works and maintenance contractors
- An interest in renewables energy and how that interacts with the natural environment

## How to apply:

- Please send your CV and covering letter to us by **11:59pm, Wednesday 28 February 2024**
- Applications should be sent to [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with 'Trainee Operations Manager' in the subject.