



## Asset Manager- Job Description and Person Specification

### **Job Description**

Dorset Community Energy intends to recruit a part-time Asset Manager on a self-employed contract basis, whose responsibilities will entail monitoring performance of up to 25 solar photovoltaic installations on schools, community buildings and hospitals in Dorset

- The Asset Manager will be provided with remote monitoring log-ins to enable all installations to be checked weekly to identify any operational problems requiring further investigation.
- The Asset Manager will liaise with individual school/ hospital/ community building/ site managers and contracted service companies to arrange routine service visits and call outs for reactionary maintenance when required.
- The Asset Manager will be the main contact to deal with technical enquiries from site managers, including queries on solar generation display screens, where fitted.
- The Asset Manager will also be responsible for arranging site visits from appointed FIT meter readers once every 2 years to each of the initial 16 PV installations which have been financed by FITs and installed in 2015/16
- The Asset Manager may be required to visit a number of sites to read export meters in a small number of cases where remote export meter reading has not been possible to install.
- The Asset Manager will be required to provide a short report to Dorset Community Energy directors' meetings (approximately quarterly)

### **Initial hand over**

**The DCE Asset Manager will be provided with:**

- Contact details of the site managers for each solar PV installation
- Copies of contracts and contact details of the service companies currently contracted for service and maintenance.
- Copies of previous service records (where applicable)
- Log- in information to enable remote performance monitoring of all installations.

A one- day induction will be provided and back-up technical support will be available as necessary.

### **Person Specification**

The Asset Manager will have a technical background demonstrated by evidence of previous training and employment, ideally with experience of project management or asset management or practical installation work in the renewable energy or electrical sector. The Asset Manager will require good interpersonal skills and be able to build good working relationships with site managers and the contracted PV service companies. Negotiation is often required for routine service visits to schools, which usually take place during school holiday periods.

### **Remuneration**

Remuneration is currently £22.05 per hour including travel time, based on monthly claims supported by timesheets, and increased annually in line with the increase in FITs rates. Travel costs are paid at £0.45 per mile. The contract is offered on a self-employed basis. The exact number of hours per year may be variable, but is estimated at approximately 1.5 days per site per year (ie a contract for asset management of 25 sites would be approximately 38 days per year or £5,000- £6,000 p.a.)

**Notice period** One month by either party

### **Applications**

Please email a brief CV to Dorset Community Energy secretary Pete West [pete@dorsetcommunityenergy.org.uk](mailto:pete@dorsetcommunityenergy.org.uk) or phone Pete on 07532 339582 if you would like further information. **Closing date for applications is 6<sup>th</sup> November 2020**