

Position Title	Electrical Manager
Reports to	Project Manager Construction
Location	Brisbane with frequent travel Project sites

Company Profile

Windlab Pty Ltd (“Windlab”) is a global renewable energy development company owned by Squadron Energy and Federation Asset Management.

It was established to commercialise world leading atmospheric modelling and wind energy assessment technology, developed by Australia’s premier scientific research institute, the CSIRO. Windlab owns and exclusively utilises this suite of industry best practice tools to identify and efficiently develop, finance, construct and operate high quality wind farms around the world, with considerably greater certainty and substantially less risk.

This technological advantage has enabled Windlab to amass a portfolio of high-quality wind farm development sites totalling 7,406 MW of potential capacity. Windlab has completed the development of 1,093 MW of capacity across three continents and currently manages over \$1 billion of operating wind, solar and hybrid assets in Australia.

Windlab is currently in a growth phase with several projects moving to construction in 2021/22. These projects are managed via both principal contractor and split contractor arrangements.

Windlab has been given the responsibility of overseeing stage 1 of the construction of the Clarke Creek wind farm which has recently been acquired by Squadron Energy.

Project Profile

Stage One and Two of the Clarke Creek wind, solar and battery farm will create one of the largest renewable energy precincts in the southern hemisphere.

The projects could produce enough wind, solar and battery energy to power more than 660,000 homes, equivalent to 40 per cent of Queensland households, and will export lower cost electricity directly into the National Electricity Market, directly lowering power prices for millions of Queensland households and businesses.

The Clarke Creek Wind and Solar Farm project is located 150 km northwest of Rockhampton and 150km south of Mackay in the Isaac Shire and Livingstone Shire areas. Stage 1 will involve the construction of three substations, overhead and underground reticulation, access track and foundations to allow for installation of 100 Goldwind 4.5mw wind turbines over a three-year period.

Position Summary

This is a new role within Windlab for the Clark Creek Project.

The Electrical manager will:

- Be primarily responsible for managing all aspects of the Electrical Balance of Plant (eBoP) Design Supply and Install contract for the Clarke Creek project within Queensland. The contract has been let to Yurika
- Have a strong focus on
 - Supply of the electrical scope in accordance with the contract requirements
 - Managing and monitoring the design progress and interface with others
 - Oversight of the installation and commissioning in line with the project requirements
 - Management of compliance with the various grid connection requirements
 - Ensuring delivery in accordance with the project time frames
 - Developing the systems and processes such that Windlab continually improves
 - Management of the eBoP budget

Job Description

Key Responsibilities

Design and Supply

Electrical manager needs to be fully aware of project requirement associated with the electrical aspects of eBoP Design supply and install to:

- Ensure the electrical and SCADA design is progressed in a timely manner such that the various interface requirements are met
- Review the design for compliance with the Principals Requirements in collaboration with the OE.
- Management of the electrical and SCADA design interfaces
- Undertake reviews to ensure the various manufacturing are in compliance with the various contractual requirements and applicable laws.
- Review the proposed electrical and SCADA inspections to ensure compliance with Principal's requirements (ITR/ITP templates)
- Identify the key inspections/witness points and undertake the key inspections of the works.
- Work with OE on certification of completeness for electrical and SCADA milestone payments
- Management of the eBoP design budget
- Work with the Civil Manager and the Engineering Manager on the interfaces and overall design management.
- Ensure the design is progressed in a timely manner such that the various interface requirements are met, and the design is complaint with the contract
- Management of the design interfaces
- Ensure the required inspections/tests are undertaken in line with the various plans and the appropriate quality documentation is provided
- Undertake reviews to ensure the various manufacturing and shipping works are in compliance with the various contractual requirements and application laws.

Installation

Electrical manager needs to be fully aware of all ongoing electrical site activities and provide assessments of those activities on the overall project. This will require:

- Regular visits to site to verify the eBoP performance, contract adherence, quality etc
- Close liaison with site team to ensure any issues are being managed in accordance with the various contract requirements including commissioning and grid compliance testing

- Management of the handover of the electrical assets to Windlab Asset Management team including the provision of the various quality and operation documents

Contract Administration

- Ensure that all project contract requirements are implemented;
- Produce procedures for contract requirements implementation as required;
- Ensure Company policies associated with contracts are followed;
- Initiate contractual claims as required;
- Prepare contract variations;
- Lead the eBoP payment and variation certification process and be directly involved in any contractual disputes should they arise
- Monitor and review financial data related to contract performance, forecasts, labour and variation costs, expected Gross Margin and profits and report any discrepancies as they arise
- Assist with reporting and processing monthly cost recording and processing
- Monitor, review and where directed ensure all Business Units deliver appropriate reports as directed;
- Ensure all Project Reports are provided in accordance with the project and company requirements;
- Produce and/or assist in estimating with guidance on costings and commercial matters, including the provision of commercial schedules for tender submissions on other projects.

Key Result Areas

- Delivery of projects in accordance with the contract to the satisfaction of investors, project stakeholders and joint venture partners.
- All safety, time, cost, and quality KPI's of the project are met.
- Contract administered in line with the obligations
- Delivery of the project forecast and reports on time.
- Contribution to the improvement of project management methods and processes within Project Construction.

Key Competencies

Achieve Results

- The ability to focus an activity on the achievement that brings value to the project and Windlab.

Organization and Planning

- The ability to identify, evaluate and program what actions must be completed in order to reach a certain goal, how to carry out those actions and what necessary resources are required to achieve the final objective.

Leadership

- The ability to integrate into a new team in a newly create division with a high performing with a focus on timely and professional delivery.

Quality Management

- Be familiar with procedures and contribute to carrying them out, and set the example for fulfilling, disseminating, and improving processes and procedures by applying his/her professional knowledge.

Initiative and Innovation

- The ability to act in a proactive manner, anticipating needs, identifying opportunities and risks. Ability to proactively introduce new and creative approaches to activities, work processes, and products, as well as improving the vision of existing work methods.

Teamwork

- The ability to cooperate with others, within and outside the team, establishing an efficient work relationship and fluid communication that will contribute to the achievement of objectives.

Communication

- The ability to express ideas, in a clear and convincing manner, listening and being receptive to the proposals of others as well as the ability to turn said ideas into documents and reports. Ability to present ideas before groups or organizations and obtain their commitment.

Experience/Qualifications

- Tertiary qualifications in Project Management/Electrical Engineering RPEQ an advantage
- Sound technical and commercial understanding of the Electrical and/or the Construction Industry
- Minimum 10 years' experience in an industrial electrical supply and installation environment
- Good understanding of the appropriate Australian Standards
- Desirable to have wind farm project delivery experience in Australia.
- Demonstrated high level of commercial acumen, with a proven ability to navigate complex deal structures.
- Demonstrated capacity to work for a multitude of internal and external clients with conflicting interests and priorities. Demonstrated capacity to influence outcomes.
- Demonstrated capacity to develop and manage relationships to ensure outcomes are achieved as harmoniously as possible.
- Demonstrated capacity to work both autonomously and within the team environment; use initiative; solve problems through analytical thinking; & make decisions within an intense construction environment.
- Experience with environmental and risk mitigation controls.

Applications for this position are to be submitted by email to recruitment@windlab.com and must include a CV and a cover letter