



Position Description

Department	Operations
Position Title	Asset Manager – Clarke Creek Wind Farm
Reports to	General Manager Operations

Job Summary

Asset Managers protect and enhance the value of each asset under management by achieving optimal trade-offs between **cost, performance** and **risks**.

Asset Managers are accountable for the delivery of asset management services for one or more clients. Asset Managers delegate responsibility for service components to internal resources such as the finance department and to external resources including expert consultants.

Asset managers lead by example. They embody company values and make a significant contribution to the growth and development of the company.

This role is ideally based out of Windlab's Brisbane or Canberra offices, but alternative locations can be considered.

Essential Duties and Responsibilities

Asset Managers lead and co-ordinate the following activities for each asset under their management.

START-UP DUTIES AND RESPONSIBILITIES

Clarke Creek Wind Farm commenced construction in February 2022 and is scheduled to achieve first production in 2023Q3 and full commercial operation in 2024Q3. During this period the incoming Asset Manager will fulfil the following functions in addition to those elements of the steady state phase that apply.

Asset Management Scope – Define the exact scope for asset management services during steady state operations and contribute to the finalisation of a long-term asset management agreement with Squadron Energy, the owners of CCWF.

Procurement – Define the scope for various O&M contractors and oversee the procurement of contractors to operate and/or maintain electrical and civil balance of plant.

Construction – Interface with Windlab's Construction Management team to bring an operations perspective to the various workstreams to ensure the long-term operability of CCWF.

Systems – Ensure that appropriate systems are in place and ready to operate on day 1 of operations.

Staff – Working with the GM for Operations, define the staffing requirements for CCWF, draw up position descriptions, recruit and onboard the necessary staff at the appropriate times.

Budget – Working with the GM for Operations and other Windlab staff define the Asset Management budget for CCWF steady state operations.

STEADY STATE DUTIES AND RESPONSIBILITIES

Occupational Health, Safety and Environment – Ensure safety on site and all related work processes, even when an EPC or O&M contractor is the ‘Principal Manager’ under applicable OH&S legislation;

Client management – Ensure that the client is aware of the material issues (no surprises) and is ultimately satisfied with our service;

Risk management – Ensure that the asset risk register is up to date, communicated, understood and guiding priorities within the team. Ensure that the insurance framework is appropriate and in place;

People management – Ensure that you, your people and your peers are sufficiently challenged, growing and enjoying their working life.

Stakeholder and community management – Ensure that stakeholders are well managed, with a clearly defined set of responsibilities for managing individual stakeholders associated with the asset, a fit-for-purpose marketing strategy and functioning two-way communication systems;

Compliance and contract management – Ensure that the asset is compliant with all statutory, regulatory and contractual obligations, the any non-compliances are logged, explained and managed.

Issue management – Ensure that all material issues are identified, responsibility is allocated for each, and issues are managed to closure;

Life cycle management – Apply a lifecycle perspective to inform strategy, planning and budgeting;

Revenue management – Ensure that the trading strategy is up to date, well understood and achieving its objectives in terms of all Power Purchase Agreements, LGC off-take agreements and owner objectives. Ensure that all necessary procedures are followed to monetize potential revenues;

Cost management – Ensure that the correct authorisation and delegations are in place and costs are controlled;

Financial management – Work with finance department to ensure that asset management accounts and statutory accounts are on time and accurate; all financial reporting and tax obligations are complied with; all financing obligations are complied with; and cash-flow and treasury are well managed.

Project management – Conceptualise, define, plan, execute and report on asset-related projects such as performance improvement projects; small capital projects; end of warranty assessments; due diligence processes, etc.

Service providers – Appoint and manage necessary service providers, such as legal, specialist consultants, audits, etc.

Record management – Ensure that asset data and records are well organised, backed up, and in a suitable format to return to the client if necessary;

Planning and budgeting – Lead the annual planning process and ensure that business plans are comprehensive, accurate, understood by the necessary stakeholders and on-time.

Performance monitoring and reporting – Manage all reporting processes, approve final versions of reports and distribute to the necessary stakeholders.

Additional Services – Identify potential additional services, contract with client, manage delivery, ensure that invoicing takes place.

Function management – Manage one or more support functions as allocated over time.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Organisational development – Contribute to ongoing learning, innovation and improvement within Windlab Asset Management and the wider Windlab group.

Growth – Contribute to the growth of Windlab Asset Management’s portfolio of assets under management and assist with on-boarding and off-boarding assets.

Reputation – Promote and develop Windlab’s reputation as a leader in the field of wind energy analysis, development and operations.

What’s in it for you?

- Help the planet by progressing the renewable energy industry
- Enjoy a flexible work environment with generous parental leave
- Work with Windlab’s industry leading models and data tools
- Earn a competitive base salary with the opportunity earn a bonus
- Learn from a highly experienced team and line managers
- Advance your career. Windlab already manages over \$1 billion of renewable assets and has strong financial backing to expand.

Personal Specification

ESSENTIAL EXPERIENCE

- Minimum 5 years’ experience in an operational environment, preferably in the energy sector
- Significant experience in successfully managing contracts to attain specific service levels
- Familiar with budgets, financial management and reporting
- Demonstrable experience at successfully managing diverse project stakeholders to achieve positive outcomes
- Team management experience with strong Personal Development skills

DESIRABLE EXPERIENCE

- Proven track record of management in the renewable generation industry
- Financial literacy

PERSONAL ATTRIBUTES

- High ethical standards
- Strong analytical and problem-solving capabilities. Willing to work across a wide range of issues.
- Self-starter with strong work ethic who can thrive in autonomous settings
- A friendly demeanour, yet with a willingness to engage and resolve conflict
- Ordered, detailed and meticulous
- Persistent, confident and forward thinking
- Results focused

SKILLS

- Ability to engage at an appropriate level with investors, landholders, community, suppliers, technicians, engineers, lenders and other commercial parties.
- Ability to achieve positive operational outcomes through the management of sub-contractors
- Proven ability to influence and persuade to achieve desired outcomes

- Excellent oral and written communication skills
- Strong organizational, planning, and prioritization skills

EDUCATION/TRAINING

- Relevant degree-level qualification, ideally in Engineering
- Ideally training in operations or Asset Management.

HOW TO APPLY

Please send your covering letter and resume to recruitment@windlab.com.

For any enquires please contact Nicole Makin 0417 825 817.