

Trydan Gwyrdd Cymru

Candidate Information Pack

Procurement and Contracts Manager

Hybrid / Full-time

2 April 2024

Reference: TGPCPM



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Welcome from Welsh Government

Dear Applicant,

Thank you for expressing an interest in applying for this position with Trydan Gwyrdd Cymru. In October 2022 we announced that Wales would establish a publicly owned renewable energy developer. This is a long-term sustainable investment funded by Welsh Government that intends to put net zero and the communities of Wales at the heart of the transition required to address the adverse effects of climate change.



We aim to have more than one gigawatt of locally owned, locally generated clean energy by 2040. The new state-owned energy developer will scale up the rollout of renewable energy projects across the Welsh public estate, principally through onshore wind and solar PV technologies. We have a genuine opportunity here to produce an income that will be reinvested in improving people's lives in Wales as well as creating good quality, clean energy jobs. This new company will drive a new approach to delivering benefits from renewables that really make a difference to communities. The current cost of living crisis underlines the importance of energy in our society and involving people in developing different models of benefit sharing will be crucial to the company's success.

For our procurement and contracts manager we are looking for someone who will play a crucial role in overseeing the processes associated with securing onshore wind projects (and potentially other renewable energy related projects). Full details of the job requirements are set out within the job description and person specification. In return we offer a competitive remuneration package and benefits. If you are excited by our mission and feel you have the skills to help us achieve our goals we would be extremely interested to hear from you. I hope you find the information contained within this candidate pack useful and that you will be inspired to seek to join us.

A handwritten signature in black ink, appearing to read 'R. Evans'.

Richard Evans
Chief Executive Officer

About us

Welsh Government's publicly owned renewable energy developer, Trydan Gwyrdd Cymru will deliver its strategic objective to accelerate the development of renewable energies on the Welsh Public Estate.

The overarching strategic objective for the company is to realise the ambitions of the Welsh Government by delivering one gigawatt of new locally owned renewable energy by 2040. This will be achieved by moving from the current delivery model, where public land is leased to commercial developers, to a model where Welsh Government takes a lead role in developing a portfolio of projects on the public estate. This will ensure the financial value of these projects is retained in Wales and their outputs, both directly and indirectly, contribute to delivering wider economic, social and environmental benefits for the people of Wales.

Our aim

Our ambition is for Wales to be a globally responsible nation¹.

“Our vision is for Wales to generate renewable energy to at least fully meet our energy needs and use surplus generation to tackle the nature and climate emergencies. We will accelerate actions to reduce energy demand and maximise local ownership retaining economic and social benefits in Wales.”

Current position

Transitional arrangements are in place to formally establish the company which has an expected launch date of 1st April 2024. An initial management team was formed in November 2021 with representatives from Welsh Government, Local Partnerships, Carbon Trust and the Energy Saving Trust. Last year we embarked on a series of recruitment campaigns which saw us successfully appoint our new CEO, Richard Evans and our Chairman, Llyr Roberts. We are also pleased to have been able to secure appointments to several other key roles including Development Director, Head of Public Involvement and a team of Project Managers.

Key areas of work have focused on defining the ways of working, carrying out early feasibility work on pilot projects, planning resources for the review of the Welsh public estate and developing a procurement strategy.

¹ [Renewable Energy Deep Dive 8th December 2021](#)

An [Interim Board](#) was established in January 2022 which includes membership from Welsh Government Treasury, Climate Change and Rural Affairs, Finance, Local Government, Natural Resources Wales (NRW) and non-executive directors from the community energy and commercial energy development sectors.

We expect to transition to the permanent Board by the end of March 2024.

Location

The company will operate using a hybrid model where staff will spend a proportion of their time working from home. Meetings and other joint activities will be hosted from time to time by Welsh Government at various office locations across Wales. The Company's Head Office will operate out of Merthyr Tydfil. The role holder will need to be flexible as the job will require travel from time to time within the country.

Further information on Trydan Gwyrdd Cymru

Further information can be found on Welsh Government/Llywodraeth Cymru: gov.wales/environment and [climate change/low carbon energy/locally owned renewable energy](http://gov.wales/climate-change/low-carbon-energy/locally-owned-renewable-energy).

About the role

As Procurement and Contracts Manager for Trydan Gwyrdd Cymru you will play a crucial role in overseeing the procurement process and managing key contracts associated with onshore wind projects (and potentially other renewable energy related projects) in alignment with our and the Welsh Government's strategic objectives. Your role will involve, but not be restricted to collaborating with various stakeholders to ensure the efficient and cost-effective acquisition of goods and services, drive contract performance while also mitigating risks associated with contracts and suppliers. This role requires a proactive and strategic approach to procurement, along with the ability to manage contracts effectively to support the successful execution of renewable energy projects in alignment with the corporate strategy.

Key duties and responsibilities

Strategic procurement

- ❖ Develop and implement procurement strategies aligned with the Trydan corporate and specific site goals and objectives. This will include achieving project value for money and delivery of wider benefits (social value) to Wales.
- ❖ Create and manage a forward plan of procurements aligned with corporate and site requirements.
- ❖ Work with project managers to ensure procurement requirements and obligations (e.g. procurement regulations) are understood and incorporated into plans.
- ❖ Undertake research to understand markets, address risks, and identify opportunities (including collaboration opportunities with relevant public or private sector organisations).
- ❖ Lead procurement and tendering activities for Trydan's requirements, delivering value for money and compliance with regulations.
- ❖ Support development of, and negotiate, contracts, including but not limited to construction contracts, equipment supply agreements, and service contracts.

Contract management

- ❖ Manage contracts, working closely with project managers to ensure effective performance and cost management.
- ❖ Build and maintain effective relationships with key suppliers to ensure reliability, quality, management of risks, and value for money.
- ❖ Monitor supplier performance and conduct regular reviews to identify areas for improvement.
- ❖ Collaborate with legal and finance teams to manage risks, contract variations, claims, and dispute resolution.
- ❖ Ensure contracts comply with legal requirements and company policies.

- ❖ Develop the relevant policies, processes, and guidance to enable a high-performing procurement function.
- ❖ Identify opportunities for process improvements within the procurement and contract management functions.
- ❖ Implement best practices and stay updated on industry trends and changes in public sector regulations that may impact procurement processes.
- ❖ Ensure all procurement and contract management activities align with the relevant laws, policies, guidelines and industry standards.
- ❖ Stay informed about changes in public sector regulations that may impact procurement processes.

Person Specification

Essential qualifications, skills and experience

- ❖ Proven experience and knowledge in procurement and contract management. Preferably (but not necessarily) within the renewable energy or a related sector e.g. construction or public sector.
- ❖ Degree-level qualification, ideally in business, supply chain management, or a related field.
- ❖ Good commercial acumen, negotiation, communication, and interpersonal skills.
- ❖ Strong organisational and project management / implementation skills and experience.
- ❖ Analytically minded with the ability to assimilate and apply new techniques and knowledge quickly to deliver insights and solve problems.
- ❖ Self-motivated, resilient and adaptable with the ability to work under pressure and to tight deadlines.
- ❖ A dedication to teamwork and collaboration.
- ❖ Proficiency in Microsoft Office Suite including Excel.

Desirable qualifications, skills and experience

- ❖ Previous experience of working in the renewables industry or a related sector e.g. construction or public sector be an advantage.
- ❖ The ability to speak, read, and write Welsh or a willingness to learn are a desirable requirement for this post.

Terms and conditions of appointment

- ❖ Salary: Competitive
- ❖ Job Type: Permanent
- ❖ Hours per week: Full time – 37 hours per week
- ❖ Annual Leave 28 days raising to 29 days after two years' service and 30 days after three years' service

❖ Public Holidays: 8 days per annum

Other benefits

Defined contribution pension scheme

Flexible working

Indicative timeline

Applications must be submitted no later than noon on 2 April 2024. Those applicants selected to attend for interview should hear via email by 8 April 2024. Any applications received after the above closing will not be considered.

How to apply

To apply for this position, please provide the following:

1. A comprehensive CV setting out your career history with key responsibilities and achievements and details of your current remuneration package.
2. A supporting statement of no more than two sides of A4, explaining how you believe your skills and experience match the leadership and role-specific requirements of the post as outlined in the person specification. Please note that the covering letter is an important part of your application. Please ensure you include a valid email address and telephone number in order for us to be able to contact you.

3. Details of two professional referees together with a brief statement of their capacity and over what period of time they have known you, one of whom is expected to be your current or last employer. Referees will not be contacted without your prior consent.
4. A completed diversity monitoring form.
5. On finalising your application, preferably in MS Word format, please forward to the following email address: YmatebionYnni-EnergyResponses@gov.wales

Further information about this role

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, please email YmatebionYnni-EnergyResponses@gov.wales to request a call and we will be pleased to get back to you. We will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Equality and diversity

We are committed to creating an inclusive working environment for everyone. We especially encourage applications from all underrepresented groups. We do not discriminate on the basis of age, race, religion, colour, national origin, gender, marital status (including equal, same sex marriage or civil partnership), sexual orientation, or disability.

If you have an impairment or disability and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email YmatebionYnni-EnergyResponses@gov.wales as soon as possible and a member of our team will contact you to discuss your requirements and address any questions you may have.

Welsh language

Wales is a bilingual country, with both Welsh and English used routinely in our daily lives and workplaces. The Welsh language has official status in Wales. There are measures in place to ensure it is treated no less favourably than English.

Applications for any post can be submitted in either Welsh or English. Those applicants submitting their applications in Welsh will be assessed on an equal basis with applications submitted in English. You can also request an interview through the medium of Welsh. If you would like your interview to be conducted in Welsh, please include this in your covering letter.

Data consent

We will process the data you provide to us in applying for this role as necessary for the performance of this task, which is carried out in the public interest. We will also share the data with any third-party data processors engaged on our behalf to deliver the recruitment service. More information is available here: [Gov.wales/welsh-government-privacy-notice](https://gov.wales/welsh-government-privacy-notice)

Diversity monitoring form

Trydan Gwyrdd Cymru is committed to valuing equality and diversity for our workforce. To ensure these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. Therefore, we would like you to complete the attached questionnaire.

Purpose and Benefits

We need to find out whether our policy is working in practice and ensure there is no discrimination in the way that we appoint and promote staff. The purpose of monitoring is to identify trends that indicate problems, so that we can remedy them in order to provide a fairer and more effective appointments process for all applicants.

What happens to the information I supply?

- Any information provided will be treated in **strict confidence** and will not affect your application in any way.
- The data will be used to produce statistical reports. These comprise a series of anonymous figures, by which we can monitor our applicant numbers and the outcomes of our recruitment and selection processes.
- Only those monitoring job advertising will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable cross-checking between the forms and the paperwork to be undertaken by our recruitment professionals.
- Staff involved in sifting and interviewing for the post will **not** see your questionnaire.
- The information collated will not lead to a quota system nor be used against any particular group.

Helping us to help you

Your co-operation is much appreciated; please help us to improve equal opportunities. We strongly encourage **all** applicants to complete, save separately and return the attached questionnaire together with the other sections of your application documentation.

We thank you for your co-operation.