Appointment of
Gas Transmission Engineer

Candidate Information Booklet
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Prior to submitting your application form we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

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Section 1 – Background

Introduction

Mutual Energy is a company limited by guarantee (often called a mutual company) which has been formed to acquire and hold important energy infrastructure assets for the benefit of the energy consumers of Northern Ireland. The acquisition of Moyle Interconnector Limited, Premier Transmission Limited and Belfast Gas Transmission Limited was funded by long-term bond finance. Mutual’s principal stakeholders are gas and electricity consumers and its financiers.

The mutual business model was introduced to the energy industry in Northern Ireland in 2003 when Moyle Interconnector Limited was re-financed and acquired from previous owners Viridian Group plc by Moyle Holdings Limited.


Purpose of Mutual Energy

Mutual Energy is a company limited by guarantee (often called a “mutual” company) which has been formed to acquire and hold important energy infrastructure assets for the benefit of the energy consumers of Northern Ireland. The acquisition of Moyle Interconnector Limited, Premier Transmission Limited and Belfast Gas Transmission Limited was funded by long-term bond finance. Mutual’s principal stakeholders are gas and electricity consumers, the energy regulator and its financiers.

The mutual business model was introduced to the energy industry in Northern Ireland in 2003 when Moyle Interconnector Limited was re-financed and acquired from previous owners Viridian Group plc by Moyle Holdings Limited. Northern Ireland Energy Holdings was formed in January 2005 in preparation for the purchase of Premier Transmission in March 2005. Following consultation with our Members, the Northern Ireland Authority for Energy Regulation and the wider community, Moyle Holdings Limited joined the Northern Ireland Energy Holdings Group in October 2005. Belfast Gas Transmission Limited was purchased and became part of the Group on 31 March 2008. The Northern Ireland Energy Holdings company was renamed Mutual Energy Limited on 9th November 2009.

In February 2015 following a competitive process a Mutual Energy wholly owned subsidiary was awarded the high pressure licence to bring natural gas to the west of Northern Ireland. The project is being carried out in conjunction with SGN, the low pressure licence holder and natural gas is planned to be available at the town gates of the eight named towns from the end of 2016.

Mutual energy is a minority shareholder in the Islandmagee gas storage development project.

Further information on Mutual Energy’s operations including its latest annual report is available at www.mutualenergy.com.

Organisation

The successful candidate will be a key member of the operations team reporting directly to the Group Operations Manager. As a whole the Mutual group outsources a significant portion of its work and directly employs around 25 people in total to manage the companies it owns. Consequently the applicant must be able to work flexibly in a small team environment and forge close working relationships with the other business functions.
Section 2 – Role Description

Role: Gas Transmission Engineer

Responsible to: Gas Operations Manager

Role purpose:

The operations team within Mutual Energy is responsible for the safe, effective and efficient operation of the gas transmission pipelines and the HVDC interconnector. This includes the management of various contracts, which cover the maintenance and emergency response of the assets and their physical and commercial operation with the objective of maximising the assets availability and ensuring their continued integrity and fitness for purpose.

Reporting to the Gas Operations Manager, this is a key role within the operational team who are responsible for the safe, effective and efficient operation of the gas transmission pipelines. Being a small and multi-disciplined team the role will involve technical, commercial and contractual management.

Key duties:

- Demonstrate leadership in health, safety, security and environmental management;
- Ensure compliance with all applicable laws, regulations, standards and codes of practice and be aware of changes and developments of such;
- Challenge, review and improve existing operations and maintenance systems;
- Effectively manage and continue to develop the relationships with a diverse range of contractors and consultants;
- Optimise cost and operational performance in order to maximize the value to consumers;
- Communicate confidently and clearly with senior management and external stakeholders such as the HSE and UREG, the Industry Regulator;
- Deliver effective response to gas and electricity incidents and emergencies and corporate business continuity events;
- Assist the Group Operations Manager as required with delivery of the business performance targets;
- Present technical data or project results to both technical and non-technical clients and colleagues;
- Control budgets at project level;
- Manage all aspects of contractor requirements, including annual maintenance plans, site security, safe operation, equipment, records, reporting, change control, procurement, accident investigation and audit;
- Implement operational audits to ensure contractors are working to expected contractual and safety standards;
- Participate in Mutual Energy Risk Register Review;
- Participate in the Mutual Energy out of hours Emergency Response Duty Manager rota;
- Assist Mutual Energy commercial and regulatory team if required in respect of day to day operational and commercial workstreams; and

- Participate where applicable in external working groups relevant to the energy industry.

NB The above is given as a broad range of duties and responsibilities and is not intended as a complete description of all tasks.

**Specific Responsibilities:**

- Management of the Maintenance and Emergency Response Contract (MERC), including:
  - Ensuring Surveillance, Inspection, Maintenance and Monitoring (SIMM) activities are complete with respective reports received and reviewed,
  - Management of the any remedial actions resulting from the SIMM activities,
  - Monitoring and inspecting the safe control work in accordance with the Mutual Energy Safe Control of Operation procedures.

- Development and operation of the Risk Base Inspection processes to identify the most efficient SIMM schedule and management of its implementation;

- Assistance with the operation of the Mutual Energy Health and Safety Management system including completing site inspections and work inspections;

- Assistance with the development and operation of Asset Life replacement processes, including; effectively and efficiently identify those parts of the system that need replaced;

- Project manage the Mechanical, Electrical, Instrumentation and Civil disciplines associated with the Gas asset replacement projects and ensuring projects are delivered in line with the control of change procedures;

- Understand and assist with the development of the Gas Business Emergency Response protocols and participation in scheduled emergency exercises;

- Participate in Northern Ireland Gas Supply emergency exercises;

- Manage the procurement of existing and new contracts to deliver the various requirements of the Pipeline Integrity Management System (PIMS);

- Assisting the Gas Operations Manager to develop and revise existing and new management and work procedures;

- Management of third party plant protection enquiries, i.e. e.g. other utilities encroaching on pipeline corridor;

- Assistance with management of the Mutual Security contractor and liaison with specialist security advisors;

- Budgeting and working to budgets, preparing budgets, bids and contracts; and

- Assist Mutual Energy commercial and regulatory team if required in respect of day to day operational and commercial workstreams.
Section 3 – Person Specification

Eligibility Criteria

All applicants must be able to demonstrate the following, by the closing date:

1. A third level engineering qualification;
2. A minimum of 5 years experience of working within the energy sector; and
3. Knowledge of relevant operational philosophies, technical and legal requirements along with knowledge of the Energy Industry commercial environment.

The Job holder will be expected to participate in out of hours Duty Rota as the first point of escalation in the event of emergencies or incidents on the gas transmission or HVDC assets. A full driving licence is required.

Essential Criteria

1. Analytical skills
   - Ability to critically assess information from a variety of sources.
   - Responds to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
   - Ability to interpret complex information from a business perspective.
   - Ownership of problems and ability to see problems through to resolution.
   - Ability to work reactively on exceptional events.

2. Decision making and problem solving
   - Ability to analyse complex situations and take appropriate decisive action and an understanding of the wider implications of such action.
   - Implements and delivers change initiatives for an organisation, gaining buy-in and commitment from internal and external key stakeholders, and actively manages resistance.
   - Demonstrates an ability to manage risk effectively.
   - Evaluates the impact of change on the business.

3. Working with others
   - Ability to manage subcontractors, consultants and stakeholders.
   - Ability to work harmoniously with others.
   - Experience of effectively managing others, including the ability to motivate people to improve performance and meet business objectives.
• A high level of drive and motivation, capable of working on his/her own initiative.

4. Communication skills

• Proven ability of successful issue resolution, consultation and influencing with a range of stakeholders to achieve results.

• Ability to influence at all levels and to negotiate effectively with a range of external stakeholders on contractual issues.

• Ability to communicate complex information in a clear and meaningful way.

• Ability to communicate effectively to a wide range of audiences, tailoring style as required.

Desirable Criteria

• Either Chartered or working towards becoming chartered with an accredited professional organisation

• Detailed technical knowledge and interest in technical matters.

• Previous project management experience or maintenance management experience.

• Previous experience in managing a key business function or a team delivering a specific technical service.

• Knowledge of relevant legal regulations.

• Experience with Asset Management Systems such as ISO 55001.
Section 4 – The Appointment Process

How to Apply

To apply in the first instance please forward a tailored CV and concise statement of no more than 500 words outlining why the role is of interest and why, with regard to the essential and desirable criteria, you believe your experience and personal attributes make you an attractive proposition to Mutual to fill the role of Moyle Maintenance Manager.

CV’s should be forwarded to Kaleigh Park at the address below:-

EY LLP
Bedford House
16 Bedford Street
BELFAST
BT2 7DT

Or alternatively please email your CV to kpark@uk.ey.com

All CV’s must be received at the above address by Friday 14th October at 5pm.

CV’s will be acknowledged within seven days of receipt. Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive information packs in accessible formats are requested to advise of their requirements as promptly as possible allowing for the fact that the closing date for receipt of CV’s remains the same for all applicants as noted above.

CV

Applicants must clearly and fully demonstrate on their CV (and complementary statement) how they meet the requirements of the role. Our client may decide to interview only those applications who appear, from the information they have provided, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on their CV (and complementary statement) how they meet the requirements of the role.

Monitoring Form

Our client monitors applications for employment in terms of Community Background, Sex, Disability and Race. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation. Please note that the monitoring form will be sent to you on receipt of your CV.

Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift of the CV’s against the eligibility criteria. Applicants who have not fully demonstrated on their CV how they meet each of the eligibility criteria will not be progressed to the next stage of the process.

In the event of a large number of returned CVs, further sifting may also be undertaken on the desirable criteria to form a shortlist for interview.

Preliminary Stage Interviews

Depending on the volume of applicants it may be necessary to have preliminary interviews. The panel will assess the extent to which the applicants meet the criteria in the Person Specification. It is expected
that preliminary stage interviews will take place week commencing 24th October 2016. When the interview date has been offered, those invited should make every effort to attend on the specified time and date. Given the difficulties in arranging interview panels, flexibility may not be possible. Applicants are therefore asked to indicate if there are dates in the month of October which might cause particular difficulty – for example a pre-booked holiday or period when they will be out of the country.

Final Stage

Shortlisted candidates will be required to attend a final stage. The interview panel will assess the extent to which the applicants meet the criteria in the Person Specification. It is intended that this process is likely to take place during week commencing 31st October 2016.

References

Applicants are required to provide details of two referees. Referees will not be contacted until after the interview process.

Security Clearance

The natural gas/electricity industry in Northern Ireland is a vital service and prior to any offer of employment new entrants will be required to provide further information in this respect.

Medical Information

If we wish to offer you employment you will need to undergo a pre-employment medical. If you are aware of a medical condition which you think could be affected by the nature of the job, please make us aware of this.

Time Frame for Process

- The deadline for return of completed CVs is 5pm on Friday 14th October 2016
- Eligibility sift will be conducted from 17th October 2016
- Preliminary stage interviews are likely to be held week commencing 24th October 2016
- Final stage interviews are likely to be held week commencing 31st October 2016

Further Information

Should you have any further queries about the recruitment and selection process then please contact Sarah McKeag on smckeag1@uk.ey.com or 02890 441451.

MUTUAL ENERGY IS AN EQUAL OPPORTUNITIES EMPLOYER.

ALL APPLICATIONS FOR EMPLOYMENT ARE CONSIDERED STRICTLY ON THE BASIS OF MERIT.
Section 5 – Terms of Appointment

**Duration:** The post is a permanent position. Employment will be subject to a probationary period of six months. Performance of duties will be monitored and appraised during this period.

**Salary:** Salary will be dependent on candidate experience. There is a bonus scheme for which the successful candidate will be eligible.

**Pension:** Eligible to join the Company’s Group Personal Pension Plan subject to the rules and provisions of the Plan.

**Annual Leave:** 25 days annual leave, excluding bank holidays.

**Medical Insurance:** Eligible to join the Company’s Healthcare Insurance Scheme subject to the rules and provisions of the scheme

**Location:** Based at Mutual Energy Ltd, The Arena Building, 85 Ormeau Road, Belfast.

This document is supplied for information purposes only and does not constitute terms and conditions of employment.