



# **Appointment of Moyle Maintenance Manager**

## **Candidate Information Booklet**

## Contents

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, 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’s Moyle interconnector cables suffered a number of cable faults in 2010-2012. The long term solution was to lay two additional submarine cables. That project is now almost complete several years ahead of original expectations. The Moyle Interconnector HVDC Control system is becoming increasingly dated and unsupported technology and will be undergoing a circa £15m upgrade project over the next five years run in parallel with operation of the existing system and implemented in such a way as to minimise any outage of the existing operation.

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

### **Purpose of Mutual Energy**

Mutual Energy’s business is owning and operating energy assets where we can benefit consumers through a reduced cost of capital and operating efficiencies. The business aims to provide a safe, reliable and efficient gas and electricity transmission service to its direct customers and to consumers.

The quality of the service provided is determined by the performance of its assets in delivering high availability electricity and gas transmission to electricity traders and gas shippers. The company puts a high value on the safety of its operations aiming to provide its service while ensuring the safety of its employees, contractors or anyone in the vicinity of its assets.

Mutual Energy’s assets provide a vital conduit for energy supply to Northern Ireland. It aims to achieve availabilities on a par with the best in the energy industry. As well as ensuring safety and reliability Mutual Energy maximise value to their stakeholders by operating efficiently and by reducing the cost of capital and operating costs. Further information on Mutual Energy’s operations including its latest annual report is available at [www.mutual-energy.com](http://www.mutual-energy.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 should have a contract management experience and 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:** Moyle Maintenance Manager

**Responsible to:** Group Operations Manager

**Location:** Based in Mutual Energy head office in Belfast with travel to HVDC Converter Station Sites in Islandmagee, NI, and Ballantrae, South Ayrshire, Scotland and with occasional travel throughout UK and Ireland and Europe

### **Role:**

The operations team within Mutual Energy is responsible for the safe, effective and efficient management of the gas transmission pipelines and the Moyle 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 objective of maximizing the assets availability and ensuring their continued integrity and fitness for purpose.

The successful candidate will have specific responsibility for planning, resourcing, executing and reviewing the maintenance of the Moyle Interconnector including managing Moyle Interconnector's key contracts to deliver the above objectives for the HVDC Interconnector (converter stations and cable systems).

The successful candidate will work flexibly and be prepared to adapt the role to best fit the needs of the business as required.

Mutual Energy is seeking an individual with a proven track in operational management who will;

- Ensure that the levels of availability and reliability of the plant will continue at the highest levels in the context of the aging plant and increasing reliance the electricity markets place upon such availability;
- Minimise, and be able to demonstrate effectively, the total life cycle costs of the plant;
- Apply appropriate techniques to prepare short and long term asset care/ maintenance plans to optimise performance, risk and cost. Seek, gain approval for and put in place the resources required to deliver the plans. Control and manage the execution of the maintenance plans. Review the effectiveness of and compliance with the maintenance plans and adapt where appropriate, reporting performance as required.
- Have an inquisitive desire to understand the multiple physical systems that keep the plant operational and the ability to factor this increasing knowledge into and improve the existing maintenance and replacement programmes; the continual process of plan, do, check and act.
- Increase the level of systemisation of processes and the documentation of these with the objective of improving the company's resilience and demonstrating world class approach to maintenance management within a framework such as ISO55001;
- Be equally comfortable and adaptable to any of the multiple working environments; converter stations, cable corridor, Belfast office, global gatherings of HVDC and maintenance peers; and
- Work closely with the small, dedicated and harmonious group of resources already in place (whether contracted or direct employees) to meet the business driven objectives.

### **Key duties:**

#### Contract Management

- Manage all aspects of contractor requirements, including annual maintenance plans, site security, safe operation, equipment, records, reporting, change control, procurement, accident investigation and audit.

## Health, Safety & Risk Management

- Demonstrate leadership in health and safety management;
- Ensure safe application of safe systems of work permitting systems;
- Execute inspections to ensure contractors are working to expected contractual and safety standards;
- Participate in Mutual Energy Risk Register Review.

## Maintenance Management

- Be the nominated individual “**Moyle Maintenance Manager**” in the “**Long Term Maintenance Agreement**” (LTMA) between Moyle Interconnector and the Original Equipment Manufacturer, Siemens, in relation to the Converter Station maintenance, a role which includes:
  - Maximizing the availability of the plant whilst minimizing the total life cycle costs;
  - Managing and coordinating any investigation or rectification works ensuring execution of remedial work is done such that it will minimise impact on the available capacity of the Interconnector;
  - Ensuring maintenance is carried out by the LTMA provider in accordance with agreed plans;
  - Formulating, enforcing and/or negotiating contract variations and/or claims;
  - Recommending suitable procurement, storage and management of spare parts/consumables required for the maintenance of the Interconnector;
  - Managing any necessary or regular testing of the Interconnector;
  - Ensuring adequate staffing and training are made available for the safe, efficient and economic performance of the Interconnector; maximizing productivity and the balance of planned and reactive maintenance;
  - Maintaining records and reporting relevant information;
  - Planning and scheduling of all necessary Outages in consultation with the system operator SONI;
  - Investigating system operator or third party complaints in relation to the operation of the Interconnector, the development of any necessary solutions in relation to such complaints and the management and co-ordination of the implementation of such solutions;
  - Managing the third parties, such as the owners and/or operators of any other sub-sea installations which have or may have an impact on the Interconnector, and the negotiation, implementation and supervision of any necessary agreements with such parties; and
  - Making other arrangements as are necessary for the maintenance of the Interconnector including the making of arrangements for the entering into of any other contracts which are necessary for the safe, efficient and economic performance of the Interconnector e.g. security CCTV surveillance contracts.
- Implement a formal regime of maintenance change control; and
- Challenge, review and improve existing management systems; where existing systems or processes exist, but are inadequately documented, then document the same to improve ongoing resilience.

## Business Support

- Assist the Group Operations Manager as required with delivery of the business performance targets;

- Control budgets at project level;
- Optimise cost and operational performance in order to maximize the value to consumers;
- Prepare and submit economic appraisals budget proposals, and recommend subsequent budget changes where necessary;
- Assist Mutual Energy commercial and regulatory team if required in respect of day to day operational and commercial workstreams;
- Present technical data or project results to both technical and non-technical clients and colleagues;
- Communicate confidently and clearly with senior management and external stakeholders such as the HSE and Ureg;
- Continually develop relationships with a diverse range of contractors and consultants who, at some stage in the future, might suitably provide services to the benefit of Moyle or the wider group;
- Participate in Mutual Energy Out of Hours Standby Rota to deliver effective response to gas and electricity incidents and emergencies and corporate business continuity events; 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.*

## Section 3 – Person Specification

### Eligibility Criteria

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

1. A third level qualification;
2. A minimum of five years' experience within either a utility or power generation maintenance environment or manufacturing production or process production environment;
3. Knowledge of relevant maintenance philosophies, technical and legal requirements, along with a basic knowledge of the commercial framework of the energy industry in general; and

The Job holder will be expected to participate in a Duty Rota. A full driving licence is required.

### Essential Criteria

#### **1. Analytical skills**

- Ability to critically assess information from a variety of sources
- Ability to respond to shifting workload, demands and timelines by accurate assessment of priorities
- Ability to interpret complex technical information from and summarise key points to a non-specialist audience.
- Ability to take ownership of problems and see through to resolution.
- Ability to work reactively to exceptional events and know when to pull in help or further resource.

#### **2. Commercial Acumen**

- Ability to prepare annual and long term budget forecasts and execute work within and report performance appropriately. (Note: Moyle's budget for maintenance of convertor stations and cable corridors is circa £2.5m per annum.)
- Ability to agree and manage necessary contracts for the delivery of the maintenance function.

#### **3. Health, Safety & Risk Management**

- Experience working in a high risk environment and delivering safely and effectively within the framework of a Health & Safety Management system.
- Experience working within safe system of work permit system.

#### **4. Change management and control**

- Experience working within a regimented system of change control and management such as to have confidence to suggest and implement improvements to such a change control system.

#### **5. Working proactively with others**

- Ability to lead and manage relationships with subcontractors and consultants.

- Experience of developing and utilising a network of contacts.
- Ability to lead and work harmoniously with others.
- Experience of directly leading and 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.
- Ability to plan and set targets and to regularly report and feedback progress against the same.

## **6. Communication and Influencing 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 including commercial, financial, project management and engineering information in a clear and meaningful way.
- Ability to communicate effectively to a wide range of audiences, tailoring style as required.

## **Desirable Criteria**

- Proven track record of managing maintenance and operation of plant or a process production line where safety and continuity of supply are paramount
- Experience of and/or detailed understanding of techniques appropriate to the maintenance role eg Project management, Programme management, reliability centred maintenance, condition monitoring, work scheduling, computerised maintenance management systems, Budgeting, cost management, Report writing, Incident investigation, emergency response, contract management, auditing
- Experience of delivering successful plant retrofits, replacements or upgrades.
- Detailed technical knowledge of electrical power plant. And an interest in acquiring further technical knowledge in the still small but growing field of HVDC conversion and transmission
- Background in the energy business either power generation or transmission or distribution
- A third level qualification with a power engineering or control and instrumentation bias

## 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 Kayleigh 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](mailto:kpark@uk.ey.com)

All CV's must be received at the above address by **Friday 14<sup>th</sup> 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 **24<sup>th</sup> 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

## **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 14<sup>th</sup> October 2016
- Eligibility sift will be conducted from 17<sup>th</sup> October 2016
- Preliminary stage interviews are likely to be held week commencing 24<sup>th</sup> October 2016
- Final stage interviews are likely to be held week commencing 31<sup>st</sup> 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](mailto:smckeag1@uk.ey.com) or 02890 441451.

**MUTUAL ENERGY IS AN EQUAL OPPORTUNITIIES 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.