



**Appointment of an  
Operations Engineer**

**Applicant Information Booklet**

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## Foreword

*Thank you for expressing an interest in the Project Development Engineer role for Mutual Energy.*

*I have worked in the NI energy sector for over 30 years and for Mutual Energy for over 15 years. I am exceptionally proud of the work and achievements of Mutual Energy in delivering outstanding performance across our gas and electricity infrastructure assets, achieving significant growth in revenues, and maximising value for energy consumers across Northern Ireland.*

*During my career I have witnessed a significant shift in thinking, most notably in the last few years; a growing recognition across the industry and energy consumers of the need to move away from fossil fuels to cleaner low carbon alternatives. However, despite this increasing awareness, there remains significant challenges to be overcome to allow the rapid acceleration of the energy transition and delivery of NI's net zero ambitions.*

*Given our unique position within the energy sector I have a profound desire for Mutual Energy to continue in its ethos of supporting NI energy consumers, by helping facilitate the NI energy transition. Through working collaboratively with key industry stakeholders, active engagement within the evolving energy policy debate, and leveraging the collective industry and financial expertise of the company, Mutual Energy can help facilitate the affordable development and accelerate the widespread use of zero-carbon energy sources within NI. This is an exciting time for Mutual Energy, and for the wider NI energy sector.*

*To drive forward our vision Mutual Energy is currently recruiting a Project Development Engineer to support our work on identifying, assessing, and developing potential projects that will support the energy transition in NI.*

*If you believe you have the skills, experience, and determination to make a difference, I encourage, and welcome, your inclusion in the recruitment process.*

**Paddy Larkin, CEO**

# Section 1 – The Company

## An Overview of Mutual Energy

### The Power of Mutual Energy

Our purpose is to own and operate energy infrastructure in the long-term interests of Northern Ireland energy customers.

As the gas emergency response coordinator – we are the critical company many have never heard of!

We believe our unique mutual structure, extensive industry experience, and expertise will continue to deliver significant benefits to NI consumers.

We look forward to helping to deliver the energy transition in NI.

### Why do we exist?

Mutual Energy is a company limited by guarantee. It was formed to acquire, and hold, strategically significant energy infrastructure assets for the benefit of the energy consumers of Northern Ireland.

### Who are we and how are we constituted?

As a mutual company Mutual Energy does not have shareholders. Instead, there are thirty ‘members’ appointed to represent the interests of NI energy consumers, and who fulfil a similar governance role to shareholders in equity companies.

The members do not have any financial interest in the company or receive any remuneration for their services.

This structure allows Mutual Energy, with permission from the Utility Regulator, to pass profits and savings generated by its infrastructure assets back to NI energy consumers.

### What do we do?

Mutual Energy owns and operates;

- the Moyle Interconnector, linking the electricity systems of Northern Ireland and GB,
- the Premier Transmission Pipeline System (PTPS), which consists of;
  - the Scotland to Northern Ireland natural gas transmission pipeline (SNIP),
  - the Belfast Gas Transmission Pipeline (BGTP) and,
  - the West Transmission Pipelines (WTP).

These assets provide essential conduits for wholesale energy supply to, from and within Northern Ireland. The Moyle Interconnector and SNIP provide vital links to the energy markets in Great Britain, improving the security of energy supply in NI.

### What are we worth?

Mutual Energy currently has £800m of assets under management and an annual turnover of £72m.

Our licence structures allow us to deliver a low cost of capital. We manage our assets to the highest standards of safety, reliability, and efficiency, reducing operating costs, and delivering high levels of availability.

We strive to maximise value for NI energy consumers.

## Organisational Structure & Governance

At Mutual Energy the company is its people.

The critical nature of the services we provide to the NI energy sector relies upon the hard work, expertise, and dedication of a core group. With just over 35 talented and innovative professionals, the small size of the company means it is friendly and inclusive.

The company is led by Paddy Larkin as CEO. With over 30 years energy sector experience Paddy provides a clear vision of the role of Mutual Energy and the company values. Paddy is supported by the wider Executive Team.

The company is split into four main business functions:

1. Commercial and Projects,
2. Operations,
3. Finance (which includes the compliance, as well as the regulatory and market management functions) and
4. Energy Transition.

The company also has a Contractual Joint Venture with Gas Networks Ireland to provide Gas Market Operator services to Northern Ireland (GMO NI).



The senior Executive Team is supported by a Board made up of a Chairman, and a team of five Non-Executive Directors. They bring a wealth of knowledge and expertise to provide strong governance and guidance to Mutual Energy.


The Non-Executive Directors have experience across Ireland and the UK. They have extensive careers spanning sectors including: corporate finance, engineering, regulation, the commercial sector, and consumer protection.

## Strategic Objectives


### OUR PURPOSE

To own and operate energy infrastructure in the long term interest of Northern Ireland energy consumers


### OUR STRATEGY




1. Operate assets safely and cost effectively, outsourcing where appropriate




2. Deliver savings to current and future Northern Ireland consumers over the life of the assets



3. Collaborate with key stakeholders in the acceleration of decarbonisation



4. Manage market change and regulatory developments to minimise risk to the Northern Ireland consumer



5. Over the long term to acquire stable energy infrastructure assets at low cost to benefit the Northern Ireland consumer

## The function of the Operations team

The Operations team has responsibility for the safe, reliable and cost-effective operation and maintenance of the Mutual Energy assets. The Operations team ensures compliance with all legislative and regulatory requirements, and plans investment in the assets to ensure their fitness for future operation.

The assets comprise;

- The Moyle Interconnector (Moyle), a 500 MW High Voltage Direct Current (HVDC) transmission interconnector, 63km long and operating at 250,000V, linking the Northern Irish and Scottish electricity transmission systems,
- The 135km Scotland – Northern Ireland Pipeline (SNIP), a high-pressure gas transmission pipeline linking Northern Ireland to the GB National Gas Transmission System, and traversing South West Scotland and the North Channel of the Irish Sea, which carries all of Northern Ireland’s natural gas,
- The 35km Belfast Transmission Pipeline (BTP), which connects to the SNIP and carries all of greater Belfast’s natural gas,
- The 55km West Transmission Pipeline (WTP), a high-pressure gas transmission pipeline extending into counties Tyrone and Fermanagh from Portadown.

Both gas and electricity assets are critical to Northern Ireland's energy security; the pipelines and their associated above ground stations, as well as the electricity cables and their associated converter stations, are all recognised as critical infrastructure to the life of Northern Ireland.

The Operations team manages key contracts for the operational control, maintenance and emergency response for both assets, all with the objective of maximising asset availability and ensuring their continued integrity and fitness for purpose. These contracts provide the small core Mutual Energy Operations team with support from major industry partners, who bring their resources and wider expertise to deliver operational activities on the ground.

The primary contract for Moyle is the Long-Term Maintenance Agreement (LTMA), in place with Siemens Energy (the Original Equipment Manufacturer), for maintenance of the converter stations and back up support on specialist HVDC issues from Siemens Energy HVDC design experts in Germany. The Moyle Operations Team and the LTMA team work closely together in partnership to ensure ongoing reliability and availability of the interconnector. The team also engages highly experienced consultants as required.

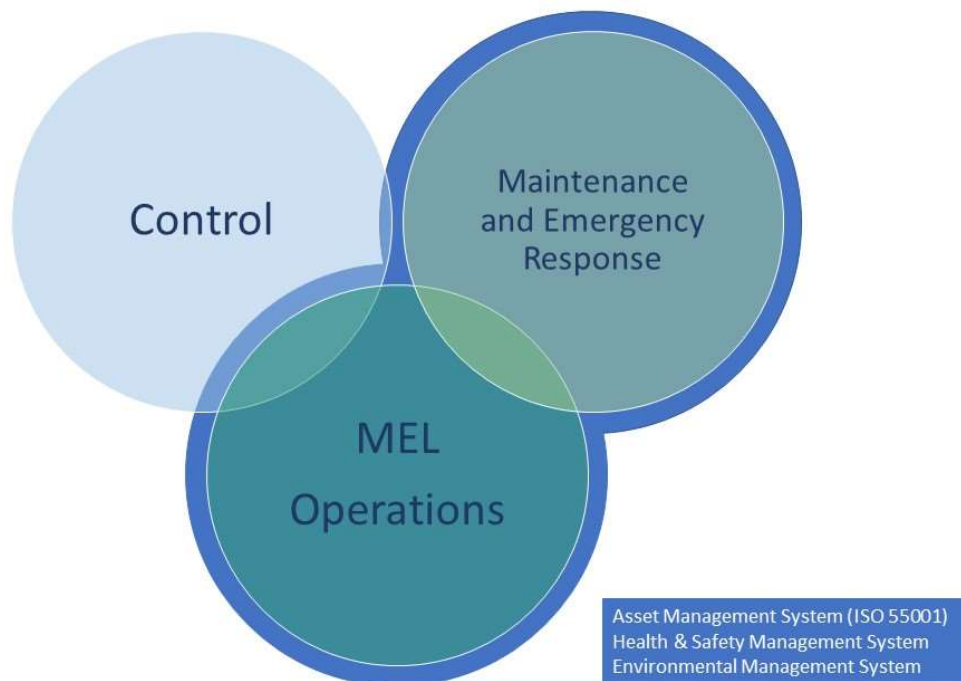
For gas assets, key contracts managed by the Operations team include the Grid Control Room (SNIP Agent) Contract and the Maintenance Emergency and Response Contract (MERC), all currently placed with SGN. The SNIP Agent contract provides for safety and operational management of the pipelines on a 24/7 basis, while MERC provide for maintenance and emergency response, for the gas transmission pipeline and supply offtakes.

These partnerships have been established over many years, with the Operations team and their contractors working hand in hand; while strong commercial contracts are in place, there is a clear ethos of co-operation, which extends beyond day-to-day activities, and into longer term initiatives on Health & Safety, Environment, and Asset Management. In each case, Mutual Energy and our partners work closely on the respective management systems.

The Operations team also provides key input into our internal governance structures. The team maintains the Operations Functional Risk Registers, updates the Asset Oversight Committee on pertinent matters, and reports to the Mutual Energy Board on both routine and non-routine works,



## Our Approach



### Contract Management

As outlined above, Mutual Energy contracts with major industry partners (currently SGN for our gas assets and Siemens Energy for Moyle) to provide maintenance and emergency response services. Operational control is also provided by SGN for the gas assets, while System Operator for Northern Ireland (SONI) provide operation control for Moyle, under licence agreement.

### Technical expertise & Stakeholder Engagement

The Operational team within Mutual Energy manages these contracts, but also brings significant technical and management expertise themselves. The team also manages all stakeholder engagement; this includes liaison with regulatory or Health & Safety authorities, Transmission System Operators, government departments, landowners, and any other interested parties. Key technical activities such as Change Control, Statutory Written Schemes of Examination, Safety Cases and Outage Management are all developed by the team.

### Asset Management ISO 55001 System

Mutual Energy achieved ISO 55001 certification in 2021, and also has internal Health & Safety Management and Environmental Management systems. It is within the context of these systems that Mutual engages with its partners (who are also similarly accredited). The relationships with these partners are therefore based on continual improvement,

review, identification of risks and opportunities, and audit. Underpinning all of these activities is mutual respect and honesty.

Working in this manner allows the development and deployment of business improvements, and the asset management system is core to this change. Understanding asset performance and risk, and having the systems to support this understanding, is a key area of current development.

## Renewable Energy Integration

The Department for the Economy (DfE) in Northern Ireland (NI) has developed an energy strategy to facilitate NI's contribution to UK Net Zero 2050. The strategy signals the intention to utilise the modern gas infrastructure and recognises the potential to generate and import zero carbon gases. It also reflects the importance of storing hydrogen, to enable flexible access to low-carbon energy when renewable generation is low and recognised as a key aspect of a resilient and secure electricity system.

It is anticipated the gas mix will move away from the current 100% natural gas to a mixture of Biomethane and Hydrogen by 2050. Whilst it is not possible to define an exact gas mix ratio, it is clear that renewable energy in the form of Biomethane and Hydrogen will form part of the wider NI solution to deliver net zero by 2050.

Within the Operations team we have recently restructured and dedicated resource to manage the integration of renewable gases onto the existing gas transmission assets.

## Section 2 – Role Description

Role: Moyle Operations Engineer

Responsible to: Moyle Operations (Group Asset) Manager

### Working in the Mutual Energy Operations team

The Operations team is a small, cohesive team of engineers with significant experience in both gas and electricity transmission. The team operates in an open and collegiate manner; all voices are respected and are encouraged to contribute to all areas of the Operations remit, and not just their own specific discipline.

The entire Mutual Energy team meets each Monday morning to review activities of each of the main groups, including Operations. This round-table session is led by the Senior Management Team but offers every member of staff a chance to comment on issues specific to them.

Mutual Energy operates a hybrid working arrangement; the electricity and gas 'sub-teams' are expected to be in the Arena Building on two dedicated days each week (with additional office days at the individual's discretion). These two days provide an opportunity for informal discussion on any pertinent issues. On 'working from home' days, communication lines are expected to be maintained over messaging and email services, such that all staff can communicate quickly.

As a member of the Operations team, you will be expected to participate in corporate governance functions, such as the quarterly Health & Safety Management Committee, or reviews of the electricity or gas specific Functional Risk Registers. You will also have the opportunity to take part in out-of-hours rotas.

Mutual Energy promotes Continuing Professional Development and encourages all engineering staff to achieve Chartered status. The company will support staff with training and development needs, as agreed with your line manager.

The company also holds half-yearly planning sessions, which serve to shape the following six months. These sessions also inform staff of changes and developments in the corporate environment. The company uses these opportunities to hold team-building events alongside the planning sessions.

## Role purpose

This is a full-time role, reporting to the Moyle Operations Manager.

The Moyle Operations Engineer will primarily support the continued implementation and development of the Mutual Energy Asset Management System (as demonstrated through ISO 55001 accreditation).

The Moyle Operations Engineer will determine the activities and specific actions required to ensure that the MEL Asset Management System delivers the expected outputs from the Moyle Interconnector, namely reliability and availability. This will include liaison with stakeholders on asset-related activities, the Senior Management Team on Asset Management System matters, and with external consultants and assessors.

As Moyle reaches the halfway point in its expected lifetime, a number of significant asset replacement and refurbishment projects are underway on major substations of the interconnector. A **key part of this role** will be to drive these projects, to ensure that Moyle is suitably equipped for the second half of its life.

Asset Management as a discipline is now recognised as straddling all functions within any organisation that manages an asset infrastructure. Therefore, while the role carries an Engineer title, MEL recognises that the successful applicant may come from another relevant discipline; we are very much open to applications from anyone with the relevant experience.

## Key Duties

Key duties will include:

### Asset Management System

- Acting as a key practitioner within the MEL Asset Management System
- Leading asset-related processes on Moyle Interconnector assets and systems
- Ensuring that relevant data and information systems are developed and maintained
- Understanding and managing asset-related risk
- Contributing the ISO 55001 certification and maintenance

### Operational delivery

- Ensuring compliance with all relevant legislation and technical standards
- Liaison with the Moyle Operations Manager, the Moyle HVDC Engineer and Siemens Energy on day-to-day operation of the Moyle Interconnector
- Driving availability and reliability of the Moyle Interconnector with specific focus on the primary HV equipment, cable corridor and auxiliary systems
- Determining appropriate inspection, maintenance, refurbishment and replacement activities to ensure ongoing availability and reliability
- Ensuring the effective specification, procurement, installation and commissioning of any replacement assets
- Driving asset replacement and refurbishment programmes with both Siemens Energy and other key contractors, ensuring on-time and on-budget delivery
- Ensuring that future work programmes are justified and included in budgets

### Developing best practice

- Maintaining a working knowledge of Asset Management best practice
- Challenging, reviewing, and improving existing life-cycle asset management techniques and processes
- Developing asset condition and criticality models, to support risk-based asset decision making
- Developing asset condition assessment tools
- Developing support tools and enablers, to ensure effective asset management practices, including asset-related information systems and processes, and asset management competencies on the Moyle Interconnector
- Assessing new technology and solutions for application to the Moyle Interconnector

### Corporate

- Demonstration of leadership in health, safety, security, and environmental management, including audit through site and work inspections
- Assistance with management of contracts, and contractors, including budget setting and tracking, and contractor audit, in line with relevant legislation and policy

- Participation in out of hours stand by rotas for operational incidents and emergencies

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

### Essential Criteria

- A third level qualification or equivalent in engineering, science or other relevant subject
- In the region of three year's relevant experience of HV electricity transmission or distribution, power generation, or similar heavy industry
- Working knowledge of relevant electricity standards
- A full driving licence and access to a vehicle for business purposes or alternatively access to a form of transport which will permit travel to meet the requirements of this role
- A right to work in the UK

### Desirable Criteria

- Previous project management or maintenance management experience
- Previous experience of delivery of complex refurbishment or replacement projects
- Previous experience in managing a key business function or a team delivering a specific technical service
- Ability to implement and deliver change initiatives for Mutual Energy gaining buy-in and commitment from internal and external stakeholders and actively managing resistance
- Detailed knowledge of GB, NI and RoI energy sector
- Detailed knowledge of ISO 55001 or PAS 55
- Working knowledge of ISO 9001, ISO 14001, ISO 27001, ISO 31001 or ISO 45001
- Working knowledge of electricity or gas transmission systems
- Working knowledge of High Voltage Direct Current implementations
- Working knowledge of relevant electricity and gas industry legislation, codes and guidance
- Experience working in a regulated environment
- Affiliation to a professional body e.g. IET, with ambition to achieve chartered status
- Experience of effectively managing others including the ability to motivate people to improve performance and meet business objectives

## Key Competencies

We would expect the successful candidate to be able to demonstrate the core competencies below **and** have the ambition and capability to develop them.

### Problem Solving

- analyse and interpret complex information while understanding the wider implications
- determine research needs, and carry out any necessary technical research in the relevant areas
- work reactively on exceptional events
- take responsibility of problems and achieve their resolution
- capable of working on you own initiative

### Communication

- build relationships with key stakeholders
- convey concepts effectively in person, through technology and in writing
- adapt for different audiences and for outcomes
- effective personal presentation

### Leadership / Self-motivational Skills

- clear ability to drive personal targets and objectives
- demonstrate pro-active engagement
- lead in projects
- influence and motivate peers and other stakeholders
- deliver results
- innovate and commercial thinking
- demonstrate an ability to manage risk effectively
- high level of drive and motivation

### Team Working

- understand the importance of the teams' goals and individual accountability to ensure team success
- work harmoniously with others in a small cohesive team
- work with a flexible approach
- treat everyone with respect and dignity
- proactively consider everyone's health safety and welfare
- support colleagues in efficiently delivering corporate objectives in accordance with policies and procedures



## Organising and Planning

- respond to shifting priorities, demands and timelines
- maintain effective administration
- effective time management, meets deadlines and standards

## Flexibility

- able to travel within the UK and abroad for work
- able to work flexible hours

## IT Skills

- ☐ MS Office

## Section 4 - Terms and Conditions

Location	The Arena Building, Ormeau Road, Belfast.
Remuneration	Salary will be subject to negotiation and dependent on experience
Bonus	A 10% bonus based on company and individual performance will come with this role
Pension	Contributory pension matched up to 9.5% by the employer
Private Medical	Private medical insurance is offered for the individual and family
Life assurance	Life assurance is available with this role
Critical Illness	Critical illness cover is provided with this position
Hours of Work	The standard hours of work are 9am - 5pm although a higher degree of commitment and flexibility may be required to meet deadlines
Hybrid Working	The company offers non-contractual hybrid working arrangements, with a minimum of two working days per week within the office, subject to particular work requirements. Staff are expected to be flexible – e.g. if ‘face to face’ meetings require their presence in the office more frequently
Annual Leave	25 days annual leave plus 11 statutory days
Notice Period	up to 3 months by either side
Probation Period	6 months
Travel	A degree of travel across the UK, Ireland and Europe can be expected with this role

## Section 5 - The Appointment Process

### How to apply

To apply for this position please submit your CV, via [NIJOBS.COM](https://www.nijobs.com).

### Deadline

Applications close on 31st October 2024.

### Monitoring Form

Mutual Energy Limited 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.

### Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift 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 applications, further sifting may also be undertaken on the desirable criteria to form a shortlist for interview.

### Preliminary stage

It is expected that the interviews will take place week commencing 11th November. As part of the interview stage, and prior to the interviews themselves, candidates will undertake a 'self-reflective' assessment. This will provide the interview panel with an assessment of candidate suitability for the role. This assessment will be used as part of the interview process.

### Final stage interviews (if required)

Shortlisted applicants may be required to attend a final stage interview (which may include a presentation).

### References

Applicants are required to provide details for two referees, at least one of which should be from someone familiar with your previous employment. Referees will not be contacted until after the interview process.

## Security Clearance

The Mutual Energy assets provide an essential service for security of gas and electricity supplies. As such, the company conducts background screening of potential new employees. This process is guided by BS7858 which sets out recommendations for the security screening of individuals to be employed in an environment where the security and/or safety of people, services, personal data or property is essential.

## 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.

## Further information

Should you have any further queries about the recruitment and selection process, please contact Roisin Clarke (02890 437580, [roisin.clarke@mutual-energy.com](mailto:roisin.clarke@mutual-energy.com)).

MUTUAL ENERGY IS AN EQUAL OPPORTUNITIES' EMPLOYER.

ALL APPLICATIONS FOR EMPLOYMENT ARE CONSIDERED STRICTLY ON THE BASIS OF MERIT.