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Job Specification – Operations Coordinator - Administrative

The successful candidate will be based at our main office. From here you will coordinate a small team to maintain, upgrade and install hydroelectric power equipment.

Core Tasks

- Hydropower Operation and Maintenance (O&M) Management.
 - Scheduling and task planning.
 - Organisation of Risk Assessments and Method Statements to support scheduled work.
 - Invoice management (outgoing).
 - Record-keeping (O&M Logs, recording third-party data etc.).
 - Sub-contractor management.
 - Reporting to clients.
 - O&M program cost management.
 - Coordinate the Call Out team rota, ensuring one staff member is available to respond to urgent out-of-hours incidents 24/7, 365 day a year.
- Supporting active development/upgrade/refurbishment projects.
 - Scheduling team member movements.
 - Invoice management (outgoing).
 - Contractor management (administrative).
- Quotation management.
 - Production of quotations to support regular scheduling and minor works.
 - Administration of annual charging increases.

Additional Responsibilities

- Stock management.
- Generation.
 - Orchestrate and submit meter readings to release subsidy payments.
- Waste Management.
 - Arrange and maintain waste management contracts and processes for DHPL office, hydro sites and projects (general waste, recycling, oils, hazardous waste, scrap).
- Utilities.
 - Periodic contract review and renewals (electricity import and other services as may be applicable).
- Vehicle Management.
 - Arrange DHPL vehicle servicing and reactive maintenance.
 - Ensure DHPL vehicles are taxed, insured and hold current MOT certificates.



DERWENT HYDROELECTRIC POWER LIMITED

Role: Operations Coordinator – Administrative.
Location: Sir Richard Arkwright's Masson Mills, Matlock Bath, Derbyshire.
Occasional travel expected to hydropower sites around the UK.
Hours: 40 hours/week.
Salary: £24,000-28,000pa.

Key Requirements

The successful applicant must demonstrate an agile mix of leadership, teamwork and supportiveness. They will be presentable, reliable, organised and able to communicate clearly.

The following are desirable, but not essential:

- Management qualifications.
- Hydropower knowledge or experience.

Normal working hours are 08:30-16:30 Monday – Friday, with occasional flexibility required to support site-based working.

Benefits

DHPL will provide:

- All training deemed necessary to work safely and appropriately.
- A comprehensive company induction.
- 25 days holiday per year, plus Bank Holidays.
- Pension contributions.
- Time off in lieu (TOIL) for overtime worked.
- Free on-site parking.

The Employer

Incorporated in 1988, DHPL is a pioneer of the modern hydropower sector. The business holds a reputation for reliability, practicality and rare expertise.

The DHPL Group currently operates sixteen hydropower installations with a combined installed capacity of 3MW. In addition, the company has been key in installing over sixty-five generating stations for its clients, several of which are still serviced by DHPL through regular or reactive service agreements.

The Group operates from its headquarters at Sir Richard Arkwright's Masson Mills in Matlock, where it is increasing utilisation of that historic building; through conferencing, a textile museum, a Visitor Centre, office space and other uses.

DHPL is a family-run organisation in which everyone is valued. It is important to us that the team is happy, supported and productive in our work.



DERWENT HYDROELECTRIC POWER LIMITED

Contacts

To apply or enquire about this opportunity, please contact Dean Needle:
dean.needle@derwent-hydro.co.uk, 01773 821 944.

Applications are to be made by e-mail, consisting of a CV and 2-page supporting statement.

Initial interviews will take place 16th and 17th April at Masson Mills.