

## Operational Administrator

Realise Energy Services Ltd.  
Scotland

Due to continued growth in our UK wind turbine service and maintenance business, Realise Energy Services Ltd are looking for an experienced and capable individual to join our existing team based in our offices in Perth, Scotland.

Realise Energy Services is a specialist provider of operation and maintenance, site optimisation, equipment supply, installation and commissioning services to the renewable energy industry. Focusing on medium scale onshore wind turbines, the company provides remote monitoring, operation and maintenance, bespoke optimisation and asset management services for a range of customers across the UK. Working with key partners, the company also offers additional wind turbine solutions including equipment supply and installation.

Working with the Operational Controller as part of the Operations Dept, you will be employed as an **Operational Administrator**. The role will be predominantly office-based with some requirement to travel to wind turbine sites or other company premises if required.

This role will be shift-based with weekend and night-time working required according to shift patterns.

Specific training will be provided to meet UK Wind Turbine Safety Rules (WTSR) obligations.

### The Role:

- Daily monitoring and control of a diverse range of wind turbines' status and performance through SCADA
- Interfacing with grid and network operators to schedule outages and curtailments
- Liaising with field technicians and sub-contractors to ensure safe site operations
- Communicating with customers to keep them updated on the status of their operational assets
- Collating, processing, and analysing of operational data sets from on-site assets including turbine Supervisory Control And Data Acquisition (SCADA) data and meter data to identify potential performance anomalies and enable proactive maintenance by Company engineering teams.
- Producing power curve comparison charts and turbine performance summaries.
- Maintain an up to date record of all on site works carried out including details of site access, works carried out and further actions required.
- Responsible for regular wind turbine operational and performance reporting both internally and externally to clients and their representatives.
- Assist with coordinating a weekly and monthly schedule of work.
- Assist with ensuring sufficient supplies of parts and consumables are available.

### General Duties and Responsibilities:

- Plan, manage and deliver your work to a high standard and in an efficient, logical, organised and timely manner to meet targets and deadlines.
- Maintain an up-to-date knowledge of all sites through documentation and liaising with staff and, where instructed, clients.
- Communicate effectively, regularly and in a professional manner with customers, suppliers and colleagues and conduct yourself in a professional manner in accordance with company values, policies and codes of conduct as outlined in the employee handbook
- A reasonable degree of flexibility is required from all employees to meet the needs of the role, the department and the wider company

**Qualifications and Experience:**

Essential:

- Educated to Standard Grade or National 5 level or equivalent
- Previous experience of working within a service and procedural environment
- Customer service experience
- Strong communication skills with the ability to clearly and concisely deliver and receive information in both written and verbal format
- IT Skills with extensive knowledge of Microsoft Office and the ability to learn new and bespoke software packages
- Full Driving Licence

Desirable:

- Previous experience within an engineering services or site operation focused role with particular emphasis on Health and Safety compliance.
- Previous experience in Supervisory Control And Data Acquisition (SCADA) systems

An attractive remuneration package will be provided commensurate with experience and the role itself.

If you are interested in applying for this position, please email a covering letter and your CV to [enquiries@realise-energy.co.uk](mailto:enquiries@realise-energy.co.uk)