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## Project Assistant

Conrad Energy are looking for an enthusiastic and motivated Project Assistant to join our growing development team and become part of the largest flexible generation business, with continued ambition for growth. This position will support the development team in managing a large and growing portfolio of flexible gas generation, battery storage and solar projects. The role will support the team to take projects through the development process from the point of initial identification, to being 'shovel ready', with ongoing support during project construction.

This position requires a broad understanding and enthusiasm for the energy industry, with knowledge of the development process especially in planning and land agreements. The ability to multi-task and effectively manage competing priorities, whilst maintaining a keen eye on accuracy and detail are required, in order to deliver and contribute to the overall success of Conrad Energy.

## About Conrad Energy

Conrad Energy is the power company of the future, supporting critical national infrastructure through delivering flexible generation when it's needed most, in support of a low carbon power grid dominated by renewable energy. Our growing team also deliver optimal power solutions for corporate clients from a range of complementary technologies and apply strategies tailored to customer requirements.

Radically transforming the way the energy market works, Conrad Energy is the largest provider of flexible generation in the UK. We now have a combined installed capacity of 600 MW across 45 sites with over 100 experts dedicated to supporting critical national infrastructure and the UK's energy transition to a low-carbon economy.

A full-service Independent Power Producer (IPP), Conrad Energy is focused on meeting the growing demand for balancing services in the UK electricity market through the development, construction and ownership of natural gas fired peaking engine plants and battery storage systems. The management team has vast experience in this field, with strong financial backing to grow a premier generation business.

We are based in Abingdon, Oxfordshire and our projects cover the UK.

## Main Job Tasks and Responsibilities

- Assist with the identification of new development projects, working closely with the wider development team to apply site finding criteria
- Support the preparation, submission and management of planning applications and associated discharge of planning conditions, working closely with our third-party consultants
- Negotiate heads of terms and provide support to secure land options and lease agreements



- Coordinate with our connections team to assess the viability of sites, support application process and maintain secured connections
- Engage with landowners and land agents in the development of new sites and maintain relationships
- Generate project schedules, risk registers, budgets and support development projects through our internal project management process, which includes key milestone reviews and Project Information Document
- Support Conrad Energy's involvement with workshops, industry forums and working groups as required
- Work with our in-house GIS and design team to screen sites and input on site design

## Education and Experience

- Broad understanding and ideally experience of the energy industry and various technologies
- Experience of project development, planning and / or real estate
- An understanding of the development process and associated environmental and technical constraints
- Good knowledge of Microsoft Office is essential
- Ideally degree educated in a relevant subject, although other qualifications will be considered based on experience

## Key Competencies

- Excellent oral, written and communication skills with the ability to build strong relationships and work as part of a team
- Highly organised and able to work within a fast-paced environment and react proactively to workflows
- Takes ownership and drives tasks through to completion
- Adaptable and pragmatic, with the ability to quickly understand key issues and ensure resolution for the successful delivery of projects
- Travel will be required as part of the role, therefore own transport is essential with occasional overnight stays if necessary

More information can be found at [www.conradenergy.co.uk](http://www.conradenergy.co.uk)

This role is based at our Head Office in Abingdon, although home working arrangements may be considered for remote staff, depending on location.

Please send your cover letter and CV to [info@conradenergy.co.uk](mailto:info@conradenergy.co.uk)

