

Project and Quality Administrator



Application recruitment pack





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Letter from Mike Blanch, Operations Director



Thank you for your interest in working with BVG Associates. We have been increasingly busy throughout the time of the Covid virus and are pleased to be recruiting a new colleague to strengthen our support team. We are all about seeking to make a difference by helping our clients succeed in a sustainable global electricity generation mix founded on renewables.

For some of us, it is about being good stewards of the planet, or leaving a legacy from our time at work; others love the technology combination in wind turbines - the largest rotating machines on earth, weighing hundreds of tonnes, but controlled by miniature computers; others want to help create jobs for people in a new, positive industry; others are most motivated by the challenge of establishing facts and changing minds.

We've sought to create a special organisation here at BVG Associates. We help our clients to do new things, think in new ways and solve tough problems – rarely do we do the same thing twice for them! This support role is to help us to do this. It is intentionally focussed on delivering the routine administration services well and working with the team to ensure they also deliver what is needed. People are almost universally surprised about how small a team we are, for the output and influence we have. This shows what a great team we have, and that we want to attract talented people to grow and enhance our already strong reputation.

We are open to two types of applicants:

- those who are initially interested in an administration role but who in time, after 1-2 years in this role, would be interested in following a consultancy career path within the business including research, analysis, client engagement and developing output.

or

- those who after 1-2 years in the role, would be keen to further develop their administration support career potentially into areas such as project management.

During our recruitment process, we want to take the time to make sure that there is a good fit between us – as part of selection, you will spend time, in a Covid-responsible way, with a range of team members, from experienced staff to our most recent starters. We want you to get to know and choose us, as well as us choosing you!

We hope the information in this pack will tell you enough about us for you to decide whether to apply. If what you read appeals and you would like to come and work with us, then we look forward to receiving your application.

If you have questions, please follow up with Christina Iddon, HR and Business Support Manager, on recruitment@bvgassociates.com who is managing this recruitment process.

Thank you again for your interest in working with us.

A handwritten signature in blue ink, appearing to read 'Mike Blanch'.

**Mike Blanch,
Operations Director**

About BVG Associates

We are here to help our clients succeed in a sustainable global electricity generation mix founded on renewables. How we do this is described more in the images below, but we wanted to share a bit more than that.

We work predominantly in the onshore wind and offshore wind sectors, with the balance in the energy systems and marine renewables markets.

Typically, about 2/3 of our work is for the private sector; 1/3 for the public sector. About half is in the UK, the rest spread between the rest of Europe, Asia and the US.

Communication is key. Clients expect efficient delivery, so we need to get clear early on (both internally and with our clients) what we are going to do and how.

We have three values which capture how we seek to work together and deliver our services:

- The best way to achieve change is through realism rather than idealism
- Our works should always have rigour, value and honesty, and
- We improve by challenging and supporting each other.

We think that we are pretty organised about how to do things – from IT and filing to project management and delivery of tidy output.

People in our team work hard and rightly should expect things around them to work.

Quality is really important and a constant challenge for us. This is embodied in the rigour and honesty we seek to bring to addressing some ground-breaking questions but also in getting the simple things right.

Learning is a big part of life here, whether about the industries we serve or about how we can each do what we do, better. We take time out to learn together and hope we are supportive about individual's learning goals and career development. Many of our team have spent all or most of their careers in the renewable energy sector and have a lifetime of knowledge and experience to share.

Finally, we are a growing, vibrant and open team, so there is a real opportunity to influence what we do and how we do it.



BVGassociates **Strategic consulting. Practical thinking.**

Our clients choose to use us when they want to do new things, think in new ways and solve tough problems



Named as a **2021 UK Leading Management Consultant** by the Financial Times/Statista



BUSINESS STRATEGY
Market assessment
Cost reduction
Knowledge management
Technology



ECONOMICS
Supply chain and economic impact analysis
Cost of energy modelling
Vision, supply chain plans, EIA



ASSETS
Enabling innovation
Services for asset owners
Due diligence



Onshore wind



Offshore wind



Founded in **2006**



clients globally **330**



Over **200 years'** industry experience



50 landmark publications

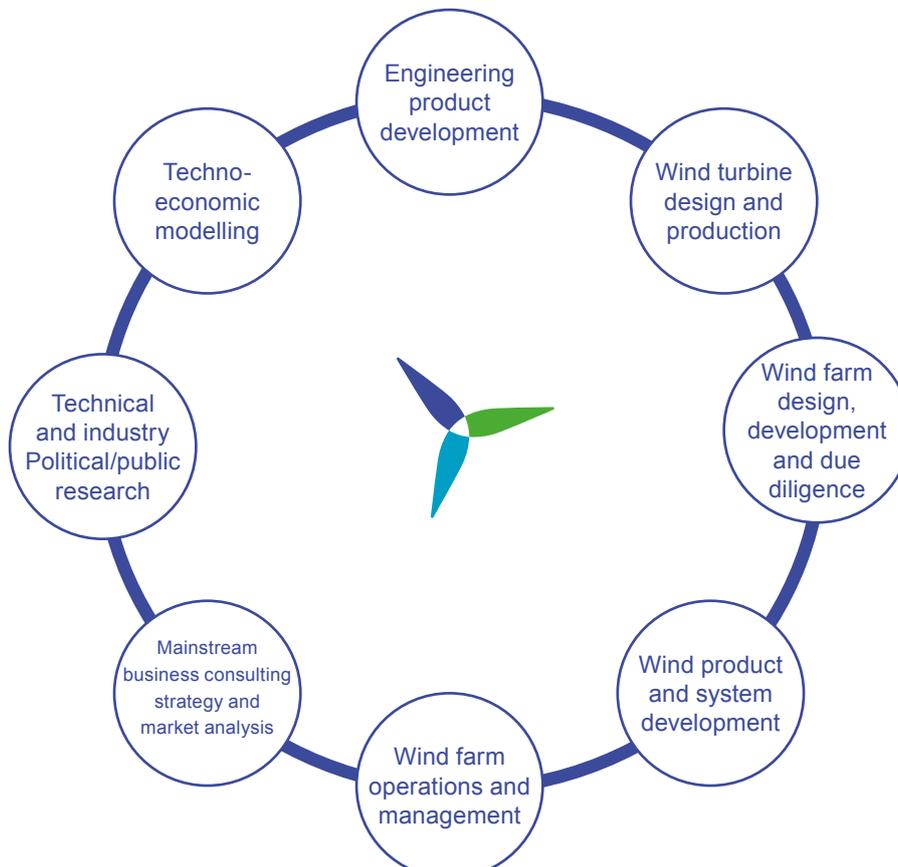
Our Values

We help our clients succeed in a sustainable global energy mix founded on renewables. At BVG Associates we are committed to renewable energy and we believe that:

- The best way to achieve change is through realism rather than idealism
- Our work should always have rigour, value and honesty
- We improve by challenging and supporting each other



Unique experience where business, economics and technology intersect



What our staff say about working for BVG Associates

“I first came across wind energy thirty years ago and was ‘blown away’ by it”



“As an engineer I found it fascinating how free and renewable wind could be converted into useful clean energy, utilising the whole range of advanced engineering disciplines. Soon after, the reality and imperative of climate change came clearly into focus. As the costs of renewable energy, including wind, has come down and volumes increased, it has taken on a key role in the fight against climate change.”

Andy Strowbridge
Associate Director



“BVG Associates adopts an approach to change based on business realism rather than idealism. I can really see the influence BVGA has on the industry – which makes it a great company to work for! I enjoy the variety in the work we do, which always feels both challenging and meaningful. There are so many inspiring people both in BVGA and in the industry in general, and it is very motivating to see how much passion people have!”

Mona Pettersen,
Managing Consultant

“Working in the renewable energy industry presents the opportunity to make a positive difference and to contribute to sustainable development. It is a constantly evolving and very exciting industry to work in.”

What our staff say about working for BVG Associates



“My background in research led me to appreciate the organisation’s pioneering role at the forefront of the drive towards renewable energy. Although having no prior knowledge of the industry, I felt my wide-ranging administrative background would ensure that I would be an asset to the organisation.

Fully appreciating the global importance of renewable energy, I considered it was an attractive proposition to be involved with shaping the future of renewable energy.”

Chris Iddon
HR and Business Support Manager

“When I was looking for a part-time role that better suited my personal working preferences, I considered numerous opportunities over a few months. I was particularly attracted to the role at BVG Associates.”



By working at BVGA I can help clients make better decisions for their businesses while also accelerating the transition to a greener energy supply. I am able to work with people who share this vision and I enjoy the variation that comes from working in an evolving industry.

Stefan Bartlett,
Senior Consultant

“Climate change is a huge problem and will become an even greater one for generations to come.”

Project and Quality Administrator

About the role

We are seeking someone to provide project and quality management coordination support to our consultancy team. We are open to two types of applicants:

- Entry level consultant, who would spend 1-2 years in this role before following a consultant career path within the business, or
- Administrator, who would continue in this role.

Project support

You will provide close support to the Ops director and consulting team through:

- Business administration including preparing and updating timesheets, managing NDAs, updating case studies and preparing internal company performance presentations
- Proactively working with project managers to ensure that projects are delivered on time and within budget and that internal monitoring and review processes are completed effectively
- Project administration, including recording and monitoring the stages of projects
- Tender administration, including questionnaire completion
- Flagging and helping to implement process improvements to make sure that we work as effectively and efficiently as possible
- Supporting project managers with preparing deliverables, arranging client calls and meeting scheduling, and
- Calling prospective clients to identify key people and possible leads.

Quality management coordination

- Administering quality management system records and documentation
- Actively engaging with QMS document authors to ensure documents are kept up to date
- Assisting Operations Director with maintaining ISO9001 accreditation
- Co-ordinating quality management review meetings, and
- Ensuring Quality Auditors complete internal and external audits and resolving non-conformance issues.



About you

BVGA wants to be an inclusive employer - our view is the more inclusive we are, the better our work will be. We want to build teams which represent a variety of experiences, perspectives and skills, and we recognise talent on the basis of merit and potential. We are therefore keen to meet with people from varied backgrounds.

Whether applying as an administrator/coordinator or entry level consultant we are looking for someone who has most of the following:

- The ability to work as part of a team with a 'can do' attitude and who is also able to work well with minimum supervision
- The ability to multi-task and a willingness to get involved in a variety of jobs as required in a
- fast-paced environment
- An aptitude for order, accuracy, efficiency and quality
- The ability to use their own initiative.

In addition, if you are applying as an administrator/coordinator, we are looking for someone who has:

- Previous administration experience in a business or office management role
- Previous experience in a project management support role (or have similar transferable skills)
- An education to A-level standard (desirable) or further compensatory experience
- Competence in using Microsoft Outlook, Word, Excel and PowerPoint.

Alternatively, if you are applying as an entry level consultant, we are looking for someone who has:

- Strong capability in using Microsoft Outlook, Word, Excel and PowerPoint, possibly supplemented with other programming skills.
- A degree or further compensatory experience
- A keen interest in the renewable energy industry.

We recognise that no-one will have a similar level of capability across all these areas. What is important to us is to understand your interests, motivations and relative capability in different areas. We are talent-led and will explore with the strongest candidates how best to involve them within our talented team, to make the most difference to those we serve. We are keen to meet people with varied backgrounds - our view is the more inclusive we are, the better our work will be. We want to build teams which represent a variety of experiences, perspectives and skills, and we recognise talent on the basis of merit and potential.

If you're excited about being part of BVGA's team and passionate about what we do, we'd love to hear from you even if you don't meet every single one of our requirements for a role.



Our benefits

BVG Associates offers a range of benefits for our staff. Our remuneration strategy is based on the premise that different members of staff value different benefits depending on their personal situation. Our approach is therefore to provide an attractive salary package which enables you to spend your earnings on what you want, generally only offering further benefits when there is a specific tax or other advantage to staff of doing so.

Base salary

We offer a starting salary of between £25k to £28k depending on experience with the opportunity to progress over time to £35k. We review base salaries during March each year. Although any increase is at the company's discretion, we aim to at least keep pace with changes in the cost of living and enable progression through our pay grades. Within each grade, we have a sliding scale, with a stepped increase between grades.

Profit-share

In addition to your base salary is a discretionary, quarterly profit-share scheme designed by the team. The profit-share pot is based upon profitability of the business as a whole. This is then shared out, 50% evenly across the whole consulting team and 50% in proportion to base salary. Exceptional contributions are rewarded with a further uplift.

Flexible working

We encourage all our team to have a healthy life balance and we recognise that many have important priorities outside of work. Our standard full-time working week is 40 hours. We have core hours when we expect everyone to be available to work from 9:30am to 3:30pm with flexibility over lunchtime, unless we agree by contract of employment a different working pattern. We are flexible over how you arrange your work pattern outside of these core hours, as long as you communicate well about this and it fits with our spirit of cross-team collaboration. You can work a different number of hours each day so long as you don't work more than 10 hours a day or 44 hours a week on a regular basis. This means that you can carry over half a day a week so will have up to two no-working days in a typical month.

We offer hybrid working as long as you spend at least two days (including Thursday) in our Cricklade office to enable you to undertake your office management duties with other colleagues". You can find out more about our approach to flexible working at your interview.

We have signed up to the Chartered Institute of Personnel & Development (CIPD)'s Flex from First campaign and you can request flexible working to everyone as soon as your BVGA career starts.

Cost of living increase

BVGA seeks to give a cost-of-living award each year. Whilst any increase is always subject to affordability, we aim to at least keep pace with increases in the cost of living.

Pension

For UK based employees, we have a workplace pension. You will automatically be enrolled after a three-month postponement. BVGA contributes 3% of your pensionable pay into the scheme and you will contribute 5%. You can contribute more than 5% if you wish. Your pensionable pay is your total taxable earnings that currently fall between £6,240 and £50,270.

If you choose to opt out of the BVGA pension scheme, we will administer payments to any personal pension schemes of your choice.

Life assurance

We provide life assurance of four times base salary 'death in service' benefit for all employees up to state pension age. Cover will automatically be provided after completing your probation.

Healthcare insurance

We also provide optional private health insurance that covers the costs of private healthcare and is also designed to suit your health and wellbeing needs. You can join the scheme after completing your probation. Healthcare insurance is a "benefit in kind" so you will pay tax on this benefit.

Our benefits

Holidays

For UK based employees, we offer 25 days holiday a year plus Bank and public holidays. We offer some flexibility around taking some Bank and public holidays. Staff also have the option to buy or sell up to five days holiday per year. We have shown flexibility in discussing variations to this in response to specific circumstances. For those based elsewhere, we will agree an arrangement that works for you.

Cycle to work scheme

Staff based in the UK can access our cycle scheme which provides the opportunity to purchase a new bike, with a tax saving.

Free eye tests

We fund the cost of routine eye tests.

Fantastic working locations

Our Cricklade office is in a converted stone barn on a farm in Wiltshire with plenty of free parking.

Our Glasgow office is at the heart of the renewable energy revolution in the centre of the city, a few minutes' walk from Queen Street station.



The application and recruitment process

How to apply

Please visit our website at <https://bvgassociates.com/project-and-quality-management-coordinator/> for more details about the roles and how to apply.

The deadline for applications is 9am on Monday 20 February 2023.

If you're excited being part of BVGA's team and passionate about what we do, we'd love to hear from you even if you don't meet every single one of our requirements.

We plan to hold first interviews by video call during weeks beginning 27 February and 6 March.

If you are successful in moving to the next stage, we will then invite you to attend a second interview at our Cricklade office on Wednesday 15 March.

What to expect from the recruitment process

We see the recruitment process as a two-way process. You are choosing us just as much as we are choosing you. It is important that you are aware of how we will manage the recruitment process. Our aim is to make sure that we have the opportunity to gain a rounded view of your skills, experience, aspirations and personality. We also give you the opportunity to meet with potential colleagues and have your questions answered.

We shortlist applications as soon as we receive them by assessing how well each candidate meets our requirements. The shortlisting panel members each do this individually. Before deciding the shortlist, the panel, HR team and the Diversity Challenger meet to ensure that as far as possible we have removed bias from our decision-making.

Shortlisted candidates will be invited to an online interview. This is an opportunity for you to find out a bit more about the role and gives us an opportunity to listen to you. If you are not successful at this stage, we will give you the opportunity to receive feedback on our decision.

The final interview is an in-depth interview that may be in person or online. We also will ask you to complete a verbal and numerical reasoning exercise and a behavioural profile questionnaire.

We will always give you feedback on your final interview, whether we decide to offer you a role or not. We believe that this is only fair, recognising that you will have taken time to prepare and meet with us.

If we offer you a role and you would like to talk with someone within our team before deciding, we will be pleased to facilitate this. We want you to be sure that you are making the right decision.

How we will use your personal data

Please read our applicant privacy notice which tells you how we will hold and use the personal data which you share with us as part of the recruitment process.



The Blackthron centre,
Purton Road, Cricklade,
Swindon, SN6 6HY, UK

Inovo, 121 George Street,
Glasgow G1 1RD, UK

7400 Beaufont Springs Drive
Suite 300, Richmond
Virginia 23225 US