

## Occupational and Functional Role Characteristics – offshore wind, wave and tidal

Occupations	Principal role/function	Dominant generic skills (to varying levels)	Indicative qualifications expected by employers
Directors	Strategic management and policy / strategy presentations Responsibility and accountancy to shareholders & stakeholders; effective lobbying of government, grid companies etc	Entrepreneurial and management Skills; leadership skills	Professional engineer and management qualifications Experience in renewables Proven track record
Finance Director	Develops strategy, financial plans, business plans and set up budgets	Management, financial, organisational and leadership skills	Chartered Accountant Proven track record
Procurement Director	Obtains value for money and continuity of supply; Negotiates Service Level Agreements	Communication, financial, management and commercial awareness	Could come from technical background – e.g. Engineer or Chartered Accountant. Proven track record
Business Development Director	Develops opportunities for the company – evaluates what the company should be involved in and is buffer between the Board and future development of the company	People management, Management Leadership, Commercial awareness, Entrepreneurial, Communication Financial	Professional Qualifications in sales/marketing; Chartered Accountant; Proven track record
Sales Director	Develops strategies regarding market share and customer retention/development, Manages internal and external conflict resolution	Communication, Sales, Marketing, Problem solving, People management, Entrepreneurial, Financial	Professional Qualifications in sales/marketing; Chartered Accountant; Proven track record
Trading Director	Manages a range of people looking at methods to reduce risks to buying and selling on spot market Market analysis	People management, Problem solving Analytical, Commercial awareness Financial, Leadership	Post Degree level of education (MBA, Corporate Leadership); Proven track record; Must have knowledge of the power and renewable subsidy markets, including experience in power purchase agreements
Health, Safety and Risk Director	Responsible for all Health and Safety policies and strategies and risk for the whole company. Ensures adequate training	Problem solving; Initiative; Communication	Possible engineering background but must have Health and Safety qualification and membership of Professional Body (IOSH or similar)

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Senior Managers	Accountancy, Insurance, Legal and Operational Managers Project Development Managers Commercial Procurement Managers Asset Managers	Management, financial and organisational skills	HND/BSc and management training Industry experience Proven track record.
Civil Engineers	Construction advice, process and Application	Management and leadership skills	Civil Engineer status
Environmental Engineers	Planning/regulatory advice and application	Management and leadership skills Communication skills	Chartered Engineer status Could progress to Project Development Manager
Electrical/ Mechanical/ Structural/ Aeronautical Engineers	Research and Development; Develop Technologies; Supporting fabrication contracts during specification, design, tendering and manufacturing	Management and leadership skills Communication skills Team working skills	MA; PhD; Chartered Engineer Status 2D and 3D CAD systems
Professional Engineers	Operational applications	Management and leadership skills Team working skills	Chartered Engineer status
Production Engineers (Electrical)	Engineering, purchase, inspection, manufacture, assembly, test and commissioning of electrical equipment	Communication skills IT skills Team working skills	HNC/HND; Higher in Electrical or Electronic Engineering Experience in electrical assembly work; CAD/AutoCAD systems knowledge
Construction Project Manager (Client)	Oversees construction of project and coordinates groups of teams to budgets and timelines	Management and leadership skills Team working skills Problem solving skills Communication skills People management	Chartered Engineer status Health and Safety training Project Management training Experience (IET)
Logistics Managers	Local, Regional, National & International logistics management of shipping, transportation, permitting and documentation	Management skills; Logistics / organisational skills; Reporting / administrative & communications skills	Experience

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Planners to include:- Ornithologists, Ecologists, GIS Engineers, Acoustic Consultants, Geologists and Archaeologists	Consultancy on project prior to and including planning	Communication skills Problem solving skills	Degree Professional Qualification HNC/HND
Managers (Client Company)	Operational and process development (Client Company)	Problem solving skills Management skills Team working skills Showing initiative	Professional management certification
Managers (Deputy / Regional) (Client Company)	Various management level applications (Wind Operator Company)	Management and leadership skills	Experience of the industry with a technical background Further management training
Procurement Managers	Submission of tenders and tender assessment (financial). Makes recommendations to Procurement Director	Communication Financial Leadership Commercial awareness Problem solving	Civil Engineer with additional project management training and financial background
Business Development Manager	Sources development opportunities in generation side of business Delivers approved projects to contract signing Reviews contracts	Commercial awareness Financial Communication Problem solving	Degree in Engineering with additional project management Masters desirable
Sales Manager	Targets customer retention Attracting new customers	Commercial awareness Communication Team working	Degree in Engineering with Professional qualifications in sales/marketing

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Buyer Manager	Ensures adequate supplies of materials to complete the job with no excesses Assesses risks to costings of jobs	Negotiation Communication Risk assessment Problem solving	Business Degree and background but could work way up through ranks from engineer
Trading Buyer	Making day to day nominations re trading energy	Communication Analytical Problem solving	Could be Chartered Accountant
Risk Manager	Calculates risks by looking at long term prices	Risk management Analytical and commercial awareness	Could be Chartered Accountant
Manager's Assistant	Assisting senior managers	Management and leadership skills IT skills	Recruited from Level 4 Technicians. Technical background and basic knowledge of project management May need training including procurement procedures and IT training. Must undertake IOSH Managing Safely and carry a Safety Passport such as CCNSG or CSCS
Project Development Engineer	Working with business development team supporting ongoing project development work	Communication skills IT skills Team working skills	Degree in Engineering Field with knowledge of the renewables sector
Level 4 Technician (Wind Operator Company) Team Leader Service - Manager Operations-Supervisors (Client Company)	Top Technician grade, could train other technicians in the field for Levels 1-3. Could act as team leaders and plan and implement work managing other teams WTG and QA Inspection role	Problem solving skills Management skills Team working skills Showing initiative	More Health and Safety training, possibly IOSH Managing safely Good knowledge of SCADA systems

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Production Supervisor	Lead shop floor production	Team working skills Management and leadership skills Communication skills Problem solving skills	HNC/HND or higher in and Engineering discipline Experience in shop floor production and supervisory experience in heavy engineering or similar company Health and safety training
HR Professional / Manager	People management	Management and organisational skills	CIPD Professional Qualification N/SVQ
Health and Safety Specialists/ Managers	Health and safety applications and regulations Site inspections Makes recommendations and puts plans in place	Problem solving skills Management skills Team working skills Showing initiative	NEBOSH Diploma
Accountant	Financial control	Problem solving skills Management skills Team working skills Showing initiative	Suitable ACA or similar qualifications
Forecasting and Taxation Specialist	Financial assessment	Problem solving skills Management skills Team working skills	Financial qualifications
Supervisors Managers	Supervisory and office management Commercial and contractual matters Budgets and financial control	Management and team leading skills Communication Problem solving	Management or administration skills training Technical officer training for those who let work to contractors includes - specification writing, Health and Safety legislation, environmental legislation, company legislation, procurement

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Operations Supervisors (Client Company) Production Control Engineer	Production and performance reporting	Management skills, Communication skills Team working skills, Self motivated	HNC standard in electrical or mechanical engineering background Non-technical training Project management
IT Specialists	IT software and hardware control	IT skills Adaptability/flexibility	IT certification
Accounts and Administrative Assistant	Keeping office accounts and administrative systems up to date	Team work, Communication Application of number	NVQ Professional qualifications such as AAT
Service Engineers	Servicing of wind, wave and tidal systems with focus on electrical systems Working to a Senior Technician	Team working skills Ability to follow instructions Problem solving	Technical electrical background is a requirement NVQ Level 3, could be via an Apprenticeship route Mechanical and C+1 or electrical experience on conventional plant or similar
Manufacturing Buyer	Part of the procurement team, buying electrical/electronic component equipment	Multi-tasking skills Interpersonal and communication skills Self-motivated Customer relations skills	Experience in procurement within manufacturing, engineering. Some knowledge of engineering or educational background in engineering preferred
Supervisors	Supervising and office management Commercial/ contractual matters Budgets and financial control	Management skills	Management or clerical skills Training. Technical officer training for those letting of work to contractors includes - specification writing, Health and Safety legislation; environmental legislation, company legislation, procurement

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Technicians	Laboratory work on fatigue properties of metals	Technical knowledge in support of managers Communication Problem solving	HNC/ HND
Fabrication Engineers	Steel tower erection	Ability to follow instructions	Basic engineering construction, steelwork qualification
Divers	Survey, installation and maintenance, fault finding and safety	Problem solving skills Team working skills Ability to follow instructions Communication skills	Diving qualification with additional Health and Safety training Master diver PADI accredited
Craneage	Drives barge and lifts towers onto platforms	Problem solving skills; Communication skills; Team working skills	Operating cranes Driving boats
Level 2 Technicians (Wind Operator Company)	A level 2 Technician can work with a Level 1 Technician gaining confidence via more field experience. Service and maintenance and replacement of main components as one of a team working with more senior technicians. Assisting with craneage and heavy lifting and will undergo training in the role of banksman	Team working Communication Ability to follow instructions	Experience is the key to development (see principal role/function), Following about 12 months experience in this role he/she should be capable of moving to Level 3. Attends refresher Health and Safety Course. Further training will be given to allow planning and slinging of lifts. Work with Level 3 or 4 technician on major component replacement and should start to carry out general servicing/maintenance work as a lead technician
Level 2 Clerical and Administrative Staff	Clerical and administrative duties	Team working Organisational skills	GCSEs

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Site Wardens	Day-to-day supervision of sites Communication with public	Communication skills Product knowledge	No specific qualification
Level 1 Clerical and Administrative staff	Clerical and administrative duties	Ability to follow instructions	GCSEs
Level 1 Technicians (Wind Operator Company)	Probationary period includes company induction and Health & Safety, FAW, evaluation and HV familiarisation training. Working with a fully trained Level 4 technician. Once signed off as a Level 1 Technician capable of working as one of a pair with a Level 2 Technician. After 6-12 months they will become an accredited Level 1 Technician and be upgraded to a Level 2 Technician	Ability to follow instructions Ability to learn Team working skills	Experience is key to development (see principal role/function)