Job profile
Manager (Energy & Infrastructure)

Job family: Crown Estate Scotland

Term of appointment: Fixed term 18 months

Location: Edinburgh

Responsible to: Senior Development Manager (Energy & Infrastructure)

Accountable to: Chief Executive

Staff directly managed by job holder: None

Internal contacts: Employees of Crown Estate Scotland, agents (legal)

External contacts: Tenants, industry, trade associations, Government and government agencies

Job objective(s):

As part of Energy and Infrastructure team, provide efficient and effective management of Energy and Infrastructure related business in Scotland, so as to achieve business plan targets for revenue and capital value whilst managing business risk.

Development of strong business relationships with our partners, through market development, leasing, analysis, provision of advice and guidance.

Authorities:

Operate within the framework of delegated financial authority agreed by the Board and Executive Committee.

Key tasks:

As Sector Lead for infrastructure which includes cables, pipelines, carbon capture and gas storage: (i) responsibility for delivering and reporting performance; (ii) asset management of existing agreements, and (iii) business development

To include:

- To include management and reporting of budgets, forecasts, risks and processes.

- For the property agreements managed by you as sector lead, or agreed with other sector leads, review applications for property rights, manage the negotiation of new agreements and ongoing contract management.

- Manage review of our published standard terms for pipelines and telecoms cables and master agreements as required.
• Develop and maintain short-term strategies as to how particular Business Plan targets will be achieved.

• Contribute to longer-term strategic planning around sustainable development of infrastructure.

• Manage enabling projects in line with business plan objectives.

• Development of strong business relationships and initiatives with our partners (industry, trade association, government, etc) and reinforce the standards of conduct and behaviour as defined in conscious commercialism.

• Support the Head of Infrastructure and Marine Energy, Head of Offshore Wind and wider Crown Estate Scotland as required across other areas of Energy and Infrastructure.

**Business management:**

Work within line management reporting arrangements and business reporting arrangements in order to ensure that:

• Income and expenditure for the infrastructure activities are controlled and are in accordance with the Business Plan

• Project activities are established and monitored as required to deliver business plan objectives

**Public relations:**

• Communicate with stakeholders both internal and external. Ensure external relations and stakeholder engagement are delivered in alignment with the objectives of the infrastructure programmes at both UK and Scottish levels.

• Positively represent Crown Estate Scotland at external meetings and when dealing with the public

**Corporate responsibilities**

**Self management**

To develop, to the fullest degree the personal skills which will contribute to effective team working within Crown Estate Scotland; and to take personal responsibility, with the support of line manager, for own training and development needs, so as to meet fully the business objectives of Crown Estate Scotland and own potential.

**Diversity and equality of opportunity**

Crown Estate Scotland recognises the valuable contribution which is gained by employing a diverse workforce. As an employee of Crown Estate Scotland you are expected to promote the value of
diversity and can expect that in all aspects of your employment, you will be treated on an equal basis regardless your gender, race, nationality, religion, disability, marital status, age or sexual orientation. You should also expect to receive equal treatment in our business relationships with the stakeholders.

Health and safety

As an employee of Crown Estate Scotland the job holder has specific responsibilities for the health and safety of themselves, their colleagues, contractors, visitors and members of the public. These responsibilities are set out in detail in the policy statement in the ‘Management of Health and Safety at Work’.

Quality

To participate in Crown Estate Scotland programme of Investors in People and to contribute towards achieving other quality assurance accreditation programmes initiated by Crown Estate Scotland.

Policy

To work within Crown Estate Scotland’s policy framework and to make recommendations for improvement to ensure that Crown Estate Scotland complies with good practice and maintains its prestigious reputation.

General

Because of the evolving nature of our business requirements, this job profile is a general outline of the type of key tasks the job holder will be asked to undertake in their role. It will be revised regularly in consultation with the post-holder, as part of Crown Estate Scotland’s performance management arrangements.

Candidate specification

Knowledge and experience essential to fulfil the requirements of the post

- Educated to undergraduate degree level or equivalent, preferably supported by a business degree, relevant postgraduate qualification and/or appropriate professional accreditation(s).
- Broad knowledge of offshore infrastructure business.
- Experience in asset management and development.
- Experience of working within a multi-disciplinary team with accountability for budgets and achieving performance targets including new business development within deadlines.

Knowledge and experience desirable

- Detailed knowledge of one or all of the infrastructure business areas (cables, pipelines, CCS)
- Existing network of industry relationships, with a track record of building trust in internal and external relationships and work with industry, government and other stakeholders.
• Communications and public relations experience, including working with the media, the government and agencies.
• Track record of delivery in capital project development and/or management in the energy industry.

**Personal style, behaviour and attributes needed to undertake the post**

• Commitment to achieve targets and budgets
• Excellent team-working skills, with aptitude for both team-based and autonomous delivery in a matrix organisational structure.
• Good communications skills, with the ability to present complex technical information to a range of audiences and appropriate presence to engage with senior stakeholders.
• Strong leadership, clarity of purpose, strong self-management skills, taking a pro-active approach to dealing with issues, managing workloads to meet challenging deadlines/goals.
• Strong problem-solving and analytical skills; preferably expert commercial negotiator with experience of £million contracts.
• Attention to detail and follow-through to task completion, with attention to company delivery standards and individual scorecard objectives.
• Commitment to continuous improvement and self-learning, with initiative to overcome business uncertainties by developing own expertise.
• To act in a confidential manner when dealing with all Crown Estate Scotland’s activities, while promoting and safeguarding the values of the organisation.
• Accomplished in typical office IT systems.