



Candidate Information Pack

Procurement & Contracts Specialist

Hybrid / Full-time

13th February 2025

Reference: TGCPCS



Contents

Welcome from Trydan Gwyrdd Cymru	3
About us.....	4
About the role.....	6
Terms and conditions of appointment.....	8
Indicative timeline.....	8
How to apply	9
Further information about this role.....	9
Equality and diversity.....	10
Welsh language.....	10
Data consent.....	10
Diversity monitoring form.....	10

Welcome from Trydan Gwyrdd Cymru

Dear Applicant,

Thank you for expressing an interest in applying for this position with Trydan Gwyrdd Cymru (Trydan). Trydan was established in October 2023 to accelerate the delivery of renewable energy projects on the Welsh public estate with the best possible long-term economic, environmental and social benefits for the people of Wales. This is a long-term sustainable investment funded by Welsh Government that intends to put net zero and the communities of Wales at the heart of the transition required to address the adverse effects of climate change.



We aim to have one gigawatt of locally owned, locally generated clean energy by 2040. Trydan will scale up the rollout of renewable energy projects across the Welsh public estate, principally through onshore wind and solar PV technologies with scope to integrate storage technologies. We have a genuine opportunity here to produce an income that will be reinvested in improving people's lives in Wales as well as creating good quality, clean energy jobs. Trydan will help drive a new approach to delivering benefits from renewables that really make a difference to communities.

To help us achieve our ambitions we are seeking to recruit a Procurement & Contracts Specialist. Reporting to the Procurement & Contracts Manager, you will be responsible for the delivery of the procurement activities across the organisation that will help achieve our targets.

This is an excellent opportunity for someone who is looking for a new challenge to be part of something right from the start to create a more sustainable future for all. If you feel you have the relevant qualifications and experience we would be extremely interested to hear from you. Further details of the role and the requirements of the post can be found in this candidate information pack. I hope you find it useful and that you will be inspired to seek to join us.

Richard Evans

Chief Executive Officer

About us

Background

Trydan was incorporated in October 2023, as a company limited by shares and wholly owned by Welsh Government, with the objective of accelerating the development of renewable energy projects on the Welsh Public Estate and increasing the value to Wales from this activity, which would be aligned with Welsh Government policy and Ministerial objectives.

The overarching strategic objective for the company is to realise the ambitions of the Welsh Government by delivering one gigawatt of new locally owned renewable energy by 2040. Trydan's delivery model will ensure the financial value of these projects is retained in Wales and their outputs, both directly and indirectly, contribute to delivering wider economic, social and environmental benefits for the people of Wales.

Our mission

Our mission is to unlock the renewable energy potential of Wales, and deliver benefits to our society, our environment and our economy, for everyone living and working in Wales today and for future generations. We will do this through delivery excellence, responsible leadership and proactive collaboration.

Current position

The majority of the initial team has been recruited and priority company establishment activities have been completed. A new permanent board was established in May 2024. The Trydan board is chaired by Llyr Roberts and includes four Non-Executive Directors. The Cabinet Secretary formally launched the company on the 15th July 2024.

Trydan is now actively developing a portfolio of renewable energy projects at late feasibility stage and will scale up development activity as we continue to grow our development team. The current project portfolio is focused on onshore wind, although we expect solar PV and battery energy storage systems to feature as part of the portfolio.

Location

The company will operate using a hybrid model where staff will spend a proportion of their time working from home. Meetings and other joint activities will be hosted from time to time by Welsh Government at various office locations across Wales. The Company's Head Office will operate out of Merthyr Tydfil. The role holder will need to be available to work within the Merthyr Tydfil office on a hybrid basis. We are open to flexible working, and this can be discussed during any of the recruitment stages.

Further information on Trydan Gwyrdd Cymru

Further information can be found on the company website: [Home | Trydan Gwyrdd Cymru](#).

About the role

Job purpose

The role-holder will be responsible for providing an efficient, effective and professional service for procurement across the business. You will be assisting the Procurement & Contracts Manager in overseeing the procurement process and managing key contracts associated with onshore wind projects.

Organisational Context

The role will report to the Procurement & Contracts Manager. You will also be expected to work closely with colleagues across the organisation and a wide range of external stakeholders.

Key Accountabilities

Your key tasks and responsibilities:

- ❖ Manage procurement activities such as tender process, quotations, supplier relationships and contract management for goods and services
- ❖ Provide professional support to colleagues to develop documentation to support the procurement lifecycle
- ❖ Maintain an audit trail for each procurement exercise through accurate and up to date electronic records
- ❖ Ensure all procurement and contract management activities align with the relevant laws, policies, guidelines and industry standards.
- ❖ Identify opportunities for process improvements within the procurement and contract management functions.
- ❖ Monitor supplier performance and conduct regular reviews to identify areas for improvement.

Person specification

Essential skills and experience:

- ❖ Proven experience and knowledge in procurement and contract management. Essentially within the public sector or construction sector.
- ❖ Understanding of UK public procurement regulations, Public Contract Regulations 2015 and The Procurement Act 2024.
- ❖ Organising and managing tender processes and driving best practice.
- ❖ Use of e-procurement tools and platforms to manage procurement activities.
- ❖ Good commercial acumen, negotiation, communication, and interpersonal skills.
- ❖ Self-motivated, resilient and adaptable with the ability to work under pressure and to tight deadlines.
- ❖ A dedication to teamwork and collaboration.
- ❖ Proficiency in Microsoft Office Suite including Excel.

Desirable skills and experience:

- ❖ CIPS level 4 or above and on the pathway to full accreditation
- ❖ Facilitating and engaging with suppliers through premarket engagement sessions and meet the buyer events
- ❖ Renewable energy industry knowledge
- ❖ Ability to speak Welsh or a willingness to learn would be desirable.

Terms and conditions of appointment

- ❖ Salary: c. £40,000
- ❖ Job Type: Permanent
- ❖ Hours per week: Full time – 37 hours per week
- ❖ Annual Leave 28 days raising to 29 days after two years' service and 30 days after three years' service
- ❖ Public Holidays: 8 days per annum

Other benefits

Defined contribution pension scheme
Flexible working
Electric vehicle salary sacrifice scheme

Indicative timeline

Applications must be submitted no later than 4pm on Wednesday 5th March. Those applicants selected to attend for interview should hear via email by Tuesday 11th March. Anticipated interview date is Friday 21st March. This will be completed online. If this date is not suitable, please make us aware on your application.

Any applications received after the above closing will not be considered.

How to apply

To apply for this position, please provide the following:

1. A comprehensive CV setting out your career history with key responsibilities and achievements and details of your current remuneration package.
2. A supporting statement in the form of a covering letter of no more than two sides of A4, explaining how you believe your skills and experience match the key responsibilities and person specification requirements for the role. Please note that the covering letter is an important part of your application.
3. Details of two professional referees together with a brief statement of their capacity and over what period of time they have known you, one of whom is expected to be your current or last employer. Referees will not be contacted without your prior consent.
4. A completed diversity monitoring form.
5. Clearly state in your covering letter should you be shortlisted, whether you wish your interview to be conducted through the medium of Welsh or English.

On finalising your application, please forward to the following email address: swyddi@trydangwyrddcymru.wales

Further information about this role

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, please email swyddi@trydangwyrddcymru.wales to request a call and we will be pleased to get back to you. We will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Equality and diversity

We are committed to creating an inclusive working environment for everyone. We especially encourage applications from all underrepresented groups. We do not discriminate on the basis of age, race, religion, colour, national origin, gender, marital status (including equal, same sex marriage or civil partnership), sexual orientation, or disability.

Welsh language

Wales is a bilingual country, with both Welsh and English used routinely in our daily lives and workplaces. The Welsh language has official status in Wales. There are measures in place to ensure it is treated no less favourably than English.

Applications for any post can be submitted in either Welsh or English. Those applicants submitting their applications in Welsh will be assessed on an equal basis with applications submitted in English. You can also request an interview through the medium of Welsh. If you would like your interview to be conducted in Welsh, please include your request in your covering letter.

Data consent

We will process the data you provide to us in applying for this role as necessary for the performance of this task, which is carried out in the public interest. We will also share the data with any third-party data processors engaged on our behalf to deliver the recruitment service. More information is available here: <https://www.trydangwyrddcymru.wales/privacy-policy/>

Diversity monitoring form

Trydan Gwyrdd Cymru is committed to valuing equality and diversity for our workforce. To ensure these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. Therefore, we would like you to complete the attached questionnaire.

Purpose and Benefits

We need to find out whether our policy is working in practice and ensure there is no discrimination in the way that we appoint and promote staff. The purpose of monitoring is to identify trends that indicate problems, so that we can remedy them in order to provide a fairer and more effective appointments process for all applicants.

What happens to the information I supply?

- Any information provided will be treated in **strict confidence** and will not affect your application in any way.
- The data will be used to produce statistical reports. These comprise a series of anonymous figures, by which we can monitor our applicant numbers and the outcomes of our recruitment and selection processes.
- Only those monitoring job advertising will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable cross-checking between the forms and the paperwork to be undertaken by our recruitment professionals.
- Staff involved in sifting and interviewing for the post will **not** see your questionnaire.
- The information collated will not lead to a quota system nor be used against any particular group.

Helping us to help you

Your co-operation is much appreciated; please help us to improve equal opportunities. We strongly encourage **all** applicants to complete, save separately and return the attached questionnaire together with the other sections of your application documentation.

We thank you for your co-operation.