

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
PROJECT OFFICER

Reports to: Technical Manager (TM)

Purpose: Planning is a key skill providing high value project management support for EMEC programmes and projects. Consents is a statutory licensing requirement for clients testing at EMEC's facilities. The role is to provide support in both project planning and EMEC's consents process.

Responsibilities:

1. Develop and monitor project schedules and report on the progress and delivery of EMEC's projects to a high standard, to time, budget and the client's satisfaction.
 - Assist with planning and ensuring execution of projects with Project Managers (PMs) and technical project teams formed for the purpose of delivery of the contracted outputs.
 - Ensure the delivery of agreed outputs on all aspects of the programme as required, including coordination of projects or work packages.
 - Contribute to the production of high quality deliverable reports as required by the TM or PMs.
 - Monitor and report on key deliverables, KPI's and risks on a monthly, quarterly, annual basis, including board reports.
 - Support the TM in management of the Project Lifecycle SOP, development of yearly project peer review process and integrating efficient and effective project management tools.
 - Support the TM and PMs in providing / delivering reports on EMEC's activities at appropriate conferences /workshops /seminars.
2. Support the Environment & Consents Specialist with the identification, acquisition and maintenance of all statutory consents required in relation to EMEC's testing facilities, including those required by its clients.
 - Assist with the processing and maintenance of both onshore and offshore consents required to operate EMEC's testing facilities.
 - Monitor EMEC's consent conditions to ensure appropriate actions are taken to discharge licence conditions.
 - Aid the identification and acquisition of consents required by EMEC to accommodate the developer pipeline and future requirements.
 - Provide ad-hoc support to clients when implementing EMEC's consenting procedure, ensuring the necessary consents are obtained.
 - Develop and contribute to high quality reports for EMEC's clients regarding licensing and consenting processes.
 - Capture improvements and efficiencies for consenting at EMEC and elsewhere.

3. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
4. Work closely and flexibly with all EMEC staff from across the business.
5. From time to time carry out other assignments which may differ from the above as instructed by the Technical Manager.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – Educated to degree level in a relevant technical or scientific subject, preferably related to the marine environment.

Desirable – A broad-ranging educational background, representing a good level of ability across a variety of fields.

Skills & Knowledge

Essential Well-developed critical, analytical and project management skills. Good planning abilities. Influencing and communication skills. Writes well for a variety of audiences (e.g. technical, regulatory, management).

Desirable – Knowledge of the challenges of working in the marine environment and an understanding of environmental policy. Good presentation skills. Project Management Certified or working towards recognised Project Management Certification.

Personal Attributes

Essential – Natural team worker. Determined to see team achieve success. High sense of responsibility and integrity. Self-reliant and able to carry out tasks single-handedly when appropriate. Excellent attention to detail. Good problem-solving capability. Positive bias towards renewable forms of energy. Can maintain a calm approach when placed under pressurised conditions.

Desirable - Confident in dealing with clients and a wide range of stakeholders alike, at all levels.

Experience

Essential - Working effectively within a project management focussed environment.

Desirable - Experience of using project management software, especially MS Projects. Practical experience of a statutory consenting regime including networking with key stakeholders.

Special Conditions Associated with the Role

Must be able to travel for some meetings, conferences, etc (as necessary).