

**THE EUROPEAN MARINE ENERGY CENTRE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**  
**PROJECT OFFICER (ITEG)**

**Reports to:** Programme Manager

**Purpose:** To support the successful delivery of the ITEG (Integrating Tidal energy into the European Grid) project.

**Responsibilities**

1. Support the progress and delivery of the ITEG project to a high standard, to time, budget and the client's satisfaction.
2. Ensure the delivery of agreed outputs on all aspects of the programme as required in the contract.
3. Support the ITEG Project Manager and Project Director in providing / delivering reports on EMEC's activities at appropriate conferences / workshops / seminars.
4. Assist engagement with ITEG partners and engagement with INTERREG Joint Secretariat.
5. Support EMEC and particularly the Operations Team to maximise programme costs by ensuring compliance with funding stream rules, national regulation compliance and public procurement.
6. Monitor EMEC's performance against targets and KPIs through production of finance and progress reports to the Programme Manager and funder.
7. Liaise with the First Level Controller and project partners to maintain a satisfactory audit trail.
8. Contribute to the production of high quality deliverables as required by the ITEG Project Manager.
9. Deputise for the ITEG Project Manager as applicable and when required.
10. 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.
11. Work closely and flexibly with all EMEC staff from across the business.

12. From time to time carry out other assignments which may differ from the above as instructed by line management.
13. Ensure that data and learning from the ITEG project is captured and evaluated by EMEC.

**Reports:** There are no direct reports to this position.

## **Person Specification**

### **Education**

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

Desirable – Educated to degree level in a relevant subject, preferably related to the energy sector.

### **Skills & Knowledge**

Essential – Influencing and communication skills. Well-developed critical and analytical skills. Good organisational abilities. Writes well for a variety of audiences (e.g. technical, regulatory, management). IT literate. Familiar with handling and processing financial data.

Desirable – Strong presentational skills. Ability to speak French and/or other EU language to a reasonable level.

### **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-handed when appropriate. Confident in dealing with clients and a wide range of stakeholders alike, at all levels. 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.

### **Experience**

Essential - Working effectively within a project management focussed environment. Report writing and reviewing to a high standard. Preparing for audits.

Desirable - Experience working with procurement process. Familiar with the processes required for technology development and demonstration. Two years or more working in the energy sector.

### **Special Conditions Associated with the Role**

May need to travel overseas for some meetings, conferences, etc (as necessary).