

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION

PROJECT MANAGER (ReFLEX)

Reports to: Programme Manager

Purpose: To manage the ReFLEX project, delivering outputs on time and to a high quality.

Responsibilities

1. Manage the progress and delivery of the £28m ReFLEX project to a high standard and to time, budget and the client's satisfaction:
 - Ensure the planning and delivery of agreed outputs on all aspects of the ReFLEX project as required in the grant agreement.
 - Plan and ensure execution of the ReFLEX project working with EMEC staff to ensure smooth delivery of contractual requirements.
 - Setup and manage a detailed project risk register.
 - Provide / deliver reports on EMEC's activities at internal and external events.
 - Report on budget planning, cash flow projection and monitoring & control to the Executive Team and Board.
 - Contribute to the delivery of other key projects in EMEC.
2. Manage all partners, funders, clients and stakeholders linked to the project.
3. Ensure the delivery of the consortium agreement and provision of necessary deliverables and financial claims from all partners.
4. 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.
5. From time to time carry out other assignments which may differ from the above as instructed by line management.
6. Ensure that data and learning from the project is captured and evaluated by EMEC.

Reports: There are no direct reports to this post. Permanent and temporary staff may report to this position on a functional level whilst working on the project.

Person Specification

Education

Essential – Educated to MSc level in a relevant technical or business subject, preferably related to energy systems.

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

Skills & Knowledge

Essential – Influencing and communication skills. Project management. Evaluative and decisive in decision-making, the ability to manage conflict. Well-developed critical and analytical skills. Good organisational abilities. Writes well for a variety of audiences (e.g. technical, regulatory, management). IT literate. Knowledge of business practices across the energy sector. Managing small teams within a multi-disciplinary environment.

Desirable – Past experience of managing InnovateUK or other large R&D funded projects.

Personal Attributes

Essential – Natural team worker. Determined to see team achieve success. Drives performance of teams. Approachable and able to get the best from people. High sense of responsibility and integrity. Self-reliant and able to carry out complex 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 - Effectively managed ad-hoc teams. Has worked effectively within a programme management focussed environment. Management of multiple partners simultaneously. Worked on multi-million public sector R&D funded projects. Has presented to senior professionals and board meetings. Experience working in the finance or energy sector.

Desirable - Preparation and presentation of papers at conferences. Experience in preparing for financial audits and providing advisory support to start-up energy businesses. Proven ability to identify opportunities and maximise project funding.

Special Conditions Associated with the Role

1. Some flexibility in hours is likely to be required.
2. Must be able to travel for some meetings, conferences, etc (as necessary).
3. Travel may well include international travel.