

**THE EUROPEAN MARINE ENERGY CENTRE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**  
**PROJECT MANAGER (OceanDEMO)**

**Reports to:** Programme Manager

**Purpose:** To manage EMEC projects to deliver outputs on time and to a high quality.

**Responsibilities:**

1. Manage progress and deliver projects to a high standard and to time, budget and the client's satisfaction.
  - Oversee the work of the Project Team to ensure the delivery of agreed outputs on all aspects of the programme as required in the subsidy contract.
  - Report on budget planning, cash flow projection and monitoring and control to the Executive Team.
  - Plan and ensure execution of the project working with EMEC staff for the purpose of delivery of the contracted outputs.
  - Provide / deliver reports on EMEC's activities at internal and external events.
  - Support the Programme Manager and Project Owner in providing / delivering reports on EMEC's activities at internal and external events.
  - Support EMEC strategy for the test site and supporting developers to deploy Ocean Energy Converters.
2. Manage all partners in the projects and lead engagement with the INTERREG Joint Secretariat.
3. Oversee the work of the Project Team to ensure the delivery of the partnership agreement and provision of necessary deliverables and financial claims from all partners.
4. Oversee the work of the Project Team to 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. Work closely and flexibly with all EMEC staff from across the business, but with particular attention to establishing and maintaining a close liaison with the rest of the Operations Team.
6. From time to time carry out other assignments which may differ from the above as instructed by line management.
7. 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 – A broad-ranging educational background, representing a good level of ability across a variety of fields.

Desirable – Educated to degree level in a relevant financial or technical subject, preferably related to project management and finance. 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.

Desirable – Knowledge of the challenges of working in the maritime environment. Past experience of managing INTERREG or other European funded projects. Ability to speak French to a reasonable level. Experience with MS Project and SharePoint. Knowledge of business practices across European countries, notably North West Europe.

### **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. Worked effectively within a project management focussed environment. Management of multiple partners simultaneously. Working within EU funding mechanisms and multi-million pounds budgets.

Desirable - Preparation and presentation of papers at conferences. Delivery of INTERREG projects and experience in preparing for financial audits. Three years or more working in the energy sector. 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.