

THE EUROPEAN MARINE ENERGY CENTRE

JOB DESCRIPTION AND PERSON SPECIFICATION

PROJECT MANAGER (MegaAWE) JOB DESCRIPTION

Reports to: Programme Manager (EMEC) with support from Mayo County Council Project Lead at a functional management level.

Purpose: To support the successful delivery of the MegaAWE (Maturing utility-scale Airborne Wind Energy towards commercialisation) project.

Responsibilities:

1. Manage progress and delivery of the £12m MegaAWE project to a high standard and to time, budget and the client's satisfaction.
 - Oversee the work of the Project Team (12 international partners) to ensure the delivery of agreed outputs on all aspects of the programme as required in the subsidy contract, partnership agreement and MegaAWE application form.
 - Report on budget planning, cash flow projection, monitoring and control to the Steering Committee of the project on a regular basis.
 - Support and steer MayoCoCo finance department to maximise claims and report to INTERREG NWE with the support of the EMEC Project Management Office.
 - Plan and ensure execution of the project, working with EMEC staff for the purpose of delivery of the contracted outputs.
 - Support the Programme Manager and Project Lead in providing / delivering reports on MegaAWE's activities at internal and external events.
 - Support MegaAWE activities as planned in the project application.
 - Write minutes, draft agendas, schedule meetings, deal with queries etc.
2. Manage all partners in the MegaAWE project and lead engagement with the INTERREG Joint Secretariat.
3. Oversee and guide 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 attention to establishing and maintaining a close liaison with 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 and Mayo County Council.

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 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 – Knowledge of the challenges of working in the maritime environment. Experience of managing INTERREG or other European funded projects. Strong presentational skills.

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. Working in local Government. Report writing and reviewing to a high standard. Preparing for audits. Stakeholder management, chairing meetings and speaking at conferences. Experience with R&D and emerging technologies.

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. Speaking to high level officials.

Special Conditions Associated with the Role:

1. May need to travel overseas for some meetings, conferences, etc (as necessary).
2. Based in Republic of Ireland, preferably in Mayo for duration of project, or at least able to regularly visit MegaAWE infrastructure in Mayo, within COVID19 guidelines, working from home will be a requirement as directed.