

THE EUROPEAN MARINE ENERGY CENTRE

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**HEAD OF PROJECTS**

**Reports to:** Operations and Technology Director

**Purpose:** To oversee EMEC’s portfolio of projects, to deliver outputs on time and to a high quality.

# Responsibilities

1. Manage the overall progress and delivery of EMEC’s portfolio of projects 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 programme as required in the subsidy contract.
* Plan and ensure execution of the portfolio, working with Project Managers to ensure smooth delivery of contractual requirements.
* 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 and Board.
* Financial engineering and negotiation of developer projects / support packages encompassing KPIs, interactions with other grant funded projects and State Aid compliance.
* Support the Commercial Director and Commercial Manager to contract new developers.
* Develop and implement strategy to ensure compliance with UK and EU projects rules, principles and audit requirements, including procurement support.
* Maximise the potential of projects to deliver EMEC’s short and long term strategy.
1. Manage all partners, funders, clients and stakeholders linked to the project portfolio.

1. Ensure the delivery of the partnership agreement and provision of necessary deliverables and financial claims from all partners.
2. 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.
3. 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 Commercial Team:
* Providing regular input to Business Development activities such as bid writing
* Providing mentoring in project management and resource monitoring
1. From time to time carry out other assignments which may differ from the above as instructed by line management.
2. Ensure that data and learning from the project is captured and evaluated by EMEC.

**Reports:** The Programme Finance and Procurement Manager, Project Manager (ITEG & ReFLEX), Project Officer (ITEG & ReFLEX), Project Manager (OceanDEMO), Project Manager (x2), Project Finance Officer, Project Administration Officer, Finance and Audit Administrator, Project Manager (MegaAWE), Programme Officer, Project Officer, Hydrogen Project Manager and Technical Project Manager report to this post. Permanent and temporary staff may report to this position whilst working on projects.

# Person Specification

**Education**

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

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 European countries, notably France, Ireland, Holland and Belgium.

Desirable – Knowledge of the challenges of working in the marine environment. Past experience of managing either UK, INTERREG or other European 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. Worked effectively within a project management focussed environment. Management of multiple partners simultaneously. Working within the INTERREG funding mechanism.

Desirable - Bid-writing / preparation. Preparation and presentation of papers at conferences. Delivery of INTERREG projects and experience in preparing for financial audits. Five years or more working in the marine energy sector.

# 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.