

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
PROJECT OFFICER

Reports to: Programme Manager

Purpose: To provide support with planning, resourcing, delivering and monitoring projects as part of the Programme Management Office Team.

Responsibilities:

1. Support development of programme management within the organisation, adhering to the Project Lifecycle SOP and other EMEC processes.
2. Support monitoring of the projects portfolio, using relevant processes, and collect necessary data to inform decisions on budget, resource, prioritisation or other relevant topics.
3. Manage the annual project peer review process including integrating efficient and effective project management tools.
4. Monitor and report on key deliverables, KPI's and risks on a monthly, quarterly, and annual basis, including board reports.
5. Assist with planning and ensuring execution of projects along with Project Managers (PMs) and technical project teams formed for the purpose of delivery of contracted outputs.
6. Ensure delivery of agreed outputs on all aspects of the programmes as required, including coordination of projects or work packages.
7. Support the Operations Team and the Programme Management Team in providing / delivering reports on EMEC's projects performance and status, particularly supporting financial control and project financial claims.
8. 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.
9. Work closely and flexibly with all EMEC staff from across the business.
10. From time to time carry out other assignments which may differ from the above as instructed by the Programme Manager.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – Educated to degree level in a relevant technical or programme management subject, including process control and monitoring.

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

Skills & Knowledge

Essential - Well-developed critical, analytical and project management skills. Good planning abilities. Influencing and communication skills. Writes well for a variety of audiences (e.g. monitoring reports, board papers).

Desirable – Good presentation skills. Programme Management Certified or working towards recognised Programme Management Certification.

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-handedly when appropriate. 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.

Desirable - Confident in dealing with clients and a wide range of stakeholders alike, at all levels.

Experience

Essential - Working effectively within a project management focussed environment.

Desirable - Experience of using project management software, MS Projects, SharePoint, Power BI or other Office365 applications.

Special Conditions Associated with the Role

Must be able to travel for some meetings or conferences away from home overnight, as necessary.