

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION

COMMERCIAL OFFICER (Graduate)

Reports to: Commercial Manager

Purpose: Identify, develop and secure opportunities for EMEC to grow its portfolio of R&D projects.

Responsibilities:

1. Support the development of proposals for public and privately funded projects in the renewable energy and decarbonisation sectors, from initiation through to contracting.
2. Support engagement with new technology developers progress opportunities for testing at EMEC in accordance with EMEC protocols.
3. Support potential EMEC clients with fundraising efforts including grant applications to support deployments at EMEC sites.
4. Handover of projects to EMEC project delivery teams, if requested.
5. Build and maintain networks in the offshore renewable energy sectors, hydrogen, synthetic fuels and other relevant technologies, forming collaborations between EMEC and key supply chain partners.
6. Maintain knowledge of the offshore renewable energy markets and hydrogen feed this into the organisation.
7. Identify and represent EMEC at conferences and workshops, events, and other activities, sometimes including speaking positions
8. Support the Commercial Manager in the development of a commercial strategy.
9. Support the Commercial Manager on the Team's knowledge and data management, and proactively support the optimisation of Business Development Team tools and processes.
10. Support the key delivery of projects by contributing to reports and providing commercial and market insights from the offshore renewable energy sectors.
11. 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.
12. From time to time carry out other assignments which may differ from the above as instructed by the Commercial Manager who will manage day to day activities.

Reports: There are no direct reports to this position.

Person Specification

Education:

Essential – Educated to HND level in a science, business or technical subject.

Desirable – Post graduate degree in a discipline related to business, hydrogen or offshore renewable energy.

Skills & Knowledge:

Essential – Strong communication and interpersonal relations skills with an ability to adapt information and present it in an advantageous manner. Computer literate with strong knowledge of MS Office products. An ability to communicate complex project ideas in a clear and concise manner using text, images, graphs, project plans and budgets. Information organisation skills, familiar with data management and basic accountancy. Ability to link a project to strategic objectives in order to secure buy in from third parties.

Desirable – Knowledge of the offshore renewable energy and/or hydrogen markets. A strong understanding of and network in the offshore renewable energy and/or hydrogen sectors. Specific knowledge of preparing and negotiating contracts along with legal knowledge. Commercial understanding and acumen. Experience in drafting grant funding applications and commercial proposals.

Personal Attributes:

Essential – Self-motivated, able to develop agreed initiatives, owning the task but maintaining a strong relationship with the team at EMEC. Positive passion / bias towards zero carbon technologies. Ability to establish relationships with people (stakeholders, clients, potential clients) without undermining position for commercial negotiations. Ability to interact well and familiarise with other disciplines, especially technical aspects. Need to be motivated by the prospect of achieving commercial success. Intention to develop a commercial career pathway. Strong attention to detail and an ability to follow procedures and processes.

Desirable – Ability to interact well and familiarise with other disciplines. An ability to think 'outside of the box'.

Special Conditions Associated with the Role:

1. The post will be based in Orkney.
2. The role will involve UK and overseas travel for business activities.